

**BY ORDER OF THE COMMANDER,
35TH FIGHTER WING**



AIR FORCE INSTRUCTION 21-101

**35 FIGHTER WING
Supplement 1**

11 NOVEMBER 2005

Maintenance

**AEROSPACE EQUIPMENT MAINTENANCE
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 35 MXG/MXQ (SMSgt Edward Jordan)	Certified by: 35 MXG/CC (Col William Wootton)
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AFI 21-101_PACAFSUP1, 29 October 2004, is supplemented as follows, This instruction applies to all 35th Fighter Wing personnel, aircraft and equipment. Deviations from the procedures described herein are prohibited without written approval of the applicable group commander or their designated representative.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This instruction reflects changes too numerous and extensive to individually list. It is for all intents and purposes a new instruction. Personnel are urged to carefully review the entire text to familiarize themselves with all changes. The term "MAJCOM form" used within this instruction should be interpreted as all three commands (ACC, PACAF, and USAFE) having an identical type form.

2.3.1.102. (Added) The MXG/CC appoints the Wing Avionics Manager in writing.

2.7.28. (Added) Ensure IMDS is updated for standard time change items when such items are changed during scheduled/unscheduled maintenance.

2.7.29. (Added) Forward installed component(s) new AFTO IMT 95, **Significant Historical Data**, if received, to Aircraft Maintenance Unit Plans, Scheduling, & Documentation (AMU PS&D). Ensure removed component(s) old AFTO IMT 95 is turned in with the part to the affected supply agency.

2.8.15. (Added) Ensure the number of CANN aircraft/equipment is minimized throughout the squadron at all times. Tight supervisory controls will be applied to minimize single hit aircraft/equipment. Refer all disagreements to 35 AMXS/MOO/SUPT.

2.8.16. (Added) Approve and determine when a CANN is necessary.

2.8.17. (Added) Determine cannibalization source.

2.8.17.1. (Added) Cannibalizations from Phase aircraft will be coordinated through 35 MXS Production Superintendent. Refer all disagreements to 35 MXG/CC/CD/CEM.

2.8.17.2. (Added) Notify AMU Supply Section of the source.

2.8.17.3. (Added) Notify AMU Supply Section of the CANN.

2.8.17.4. (Added) Ensure all CANN actions are logged and verify IMDS inputs are completed by AMU Supply Section prior to end of each shift.

2.8.17.5. (Added) Notify AMU Supply Section of any "Mark For" changes

2.8.17.6. (Added) Ensure job control number (JCN), CANN number, and account number are entered on the aircraft AFTO IMT 781A, **Maintenance Discrepancy and Work Document**.

2.8.17.7. (Added) Notify MOC of aborts and other deviations to the printed schedule.

2.8.18. (Added) 13 and 14 AMU responsibilities:

2.8.18.1. (Added) Production Superintendent ensures expeditors serially track uploaded HTS pods, by tail number, on the daily status sheets.

2.8.18.2. (Added) Coordinate with AMU support section and POL for fuel bowser testing and reclamation/turn in.

3.8.2.1. (Added) AMU de-brief personnel will:

3.8.2.1.1. (Added) Verify (after IMDS debrief) accuracy of utilization data on AFTO IMT 781, **ARMS Aircrew/Mission Flight Data Document**, received from aircrew against IMDS screen 174 and initial Block 33.

3.8.2.1.2. (Added) Retain AFTO IMT 781 source documents until the completion of the flying day.

3.8.2.1.3. (Added) Forward AFTO IMT 781s to the FS operations resource manager for input into Tactical Aircrew Scheduling Airspace Management System (TASAMS).

3.8.2.1.4. (Added) Debrief Section will initiate a HTS Anomaly Worksheet for all pilot reported discrepancies related to HTS pods. Forward this worksheet to the Specialist Section chief or expeditor after the pilot has completed the discrepancy portion of the worksheet.

3.8.14.4. (Added) debrief Personnel will:

3.8.14.4.1. (Added) Verify accuracy of utilization data on AFTO IMT 781 received from aircrew and initial block 33.

3.8.14.4.2. (Added) Run IMDS screen 174, verify against source document AFTO IMT 781, and make corrections necessary.

3.8.14.4.3. (Added) Forward the signed 174 along with AFTO IMT 781 source documents to operations resource managers at flying day's end.

3.10.1.6. (Added) Specialist Section will appoint primary and alternate HTS pod monitor and forward a copy of the appointment letter to the Wing Avionics Manager.

3.10.2.5. (Added) Avionics specialist will:

3.10.2.5.1. (Added) Troubleshoot and determine serviceability of failed HTS pods within 24 hours of reported failure.

3.10.2.5.2. (Added) Complete the maintenance portion of the HTS Anomaly Worksheet for all reported discrepancies and forward to the Wing Avionics Manager (provide as much detailed information as possible).

3.10.2.5.3. (Added) Notify the Wing Avionics Manager of HTS pod failures immediately once the failure has been verified and isolated.

3.10.2.5.4. (Added) Prepare failed HTS pods for shipment within 24 hours of serviceability check. Shipping preparation includes: De-mate HTS pod from pylon, covering pod electrical connector with correct dust cap, place defective pod in approved metal shipping container, including all 10 pieces of shipping dunnage in container and place proper shipping documents in container. Shipping documents include: Properly documented anomaly sheet and AFTO Form 350, **Repairable Item Processing Tag**. HTS Pods that failed for a "HTS 004 MFL" also require a copy of the "BIT Results Summary" obtained through an EDNA download.

3.10.2.5.5. (Added) At the end of flying on the last day of each month, compile an inventory of HTS pod serial numbers and record ETI readings for all pods possessed by the squadron and forward to the Wing Avionics Manager by the 5th day of the following month.

3.10.2.5.6. (Added) During deployments, the lead Avionics will assume Avionics Manager duties to include:

3.10.2.5.7. (Added) Obtain a deployment smart pack from the Wing Avionics Manager prior to deployment.

3.10.2.5.8. (Added) Maintain contact with the Wing Avionics Manager for the purpose of updating HTS pod status, provide focus for replacement pods, and to communicate (phone or e-mail) all fails, transfers, shipments and receipt of new HTS pods within 24 hours (provide date, pod serial number and ETI reading).

3.10.2.5.9. (Added) Ship assets requiring repair to the Raytheon repair facility (Address included in HTS smart pack).

3.10.2.5.10. (Added) Provide copies of HTS anomaly sheet and DD Form 1149 shipping document to the Wing Avionics Manager via fax at DSN 226-4071.

3.10.2.5.11. (Added) At the end of flying on the last day of each month, compile an inventory of HTS pod serial numbers and ETI readings for all pods possessed by the squadron and forward to the Wing Avionics Manager NLT the 3rd day of the following month.

3.10.2.5.12. (Added) Track and report the location of all ECM pods by serial number, issued to their respective AMU, to 35 MXS/MXMVE.

3.10.3.7. (Added) Wing Avionics Manager (WAM) will:

3.10.3.7.1. (Added) Facilitate the coordination of PW/SB actions between MOF PS&D, MOC, 35 OG and 35 MXG.

3.10.3.7.2. (Added) Assist the wing EWO/ECP in unit notification and by co-hosting reprogramming working group meetings.

3.10.3.7.3. (Added) Ensure critical equipment is available for EWIR actions.

3.10.3.8. (Added) Deployed Avionics Manager will:

- 3.10.3.8.1. (Added) Obtain a deployment smart pack from the Avionics Manager prior to deployment.
- 3.10.3.8.2. (Added) Maintain contact with the Avionics Manager for the purpose of updating HTS pod status and inform Avionics Manager via phone or e-mail about all failed or newly received HTS pods within 24 hours (provide date shipped, received, transferred, pod serial number and ETI reading).
- 3.10.3.8.3. (Added) Ship assets requiring repair to the Raytheon repair facility--Raytheon Systems Company, 1151 E. Herman's Road, Bldg. 847, Tucson, Arizona 85734 and provide copies of HTS anomaly sheet and DD Form 1149 shipping document to the Avionics Manager via fax at DSN 226-3701.
- 3.10.3.8.4. (Added) At the end of flying on the last day of each month, compile an inventory of HTS pod serial numbers and ETI readings for all pods possessed by the squadron and forward to the Avionics Manager by the 5th day of the following month
- 3.11.1.37. (Added) Maintenance, Accountability, Control and Storage of Alternate Mission Equipment (AME)/Normally Installed Equipment (NIE).
- 3.11.1.37.1. (Added) AMU Weapons Section Chiefs will:
- 3.11.1.37.2. (Added) Ensure no AME/NIE is sent off-station that will go overdue periodic inspection. Verify all inspections dates on all affected AME/NIE NLT 3 duty days prior to AME/NIE departing home station via IMDS. Provide a list of all affected AME/NIE to the Armament Flight AME Section NLT 3 days prior to any AME/NIE departing home station.
- 3.11.1.37.3. (Added) Coordinate all aircraft acceptance/transfer inspections with Armament Flight to verify serial numbers of AME/NIE being accepted/transferred. The Armament Flight Chief is the final authority as to what AME/NIE serial numbers will be transferred. AME/NIE transfer quantity will be determined by T.O. 1F-16CJ-21, *Aircraft Equip Inventory List Master Guide (Lockheed Martin)*.
- 3.11.1.37.4. (Added) Coordinate all jettisoned/lost AME/NIE serial numbers with Armament Flight. Provide a letter endorsed by the 35 AMXS/CC and 35 MXG/CC acknowledging jettisoned/lost equipment by type and serial number and from what aircraft the items were jettisoned/lost.
- 3.11.1.37.5. (Added) Ensure AME/NIE is transported primarily on weapons-assigned F-2 type trailers. Trailers will be padded or have wooden dunnage installed to prevent equipment damage. When an F-2 trailer is not used, vehicle will utilize matting/dunnage under equipment to prevent damage. Ensure storage racks/stands are padded to prevent damage to equipment. AME/NIE will not be stacked on trailers or inside vehicles, or transported on extension rails of F-2 trailers.
- 3.11.1.37.6. (Added) No later than Friday each week, provide the Armament Flight Maintenance Section Chief with all AF IMT 2434s, **Munitions Expenditure Documents**, or locally devised forms, from that week.
- 3.11.1.38. (Added) Weapons F-2 trailers will be maintained and stored at armament flight and issued to the flight line as required.
- 3.11.1.38.1. (Added) The Weapons F-2 trailers are not to be used for storage purposes but for transporting AME/NIE in order to meet mission configuration requirements.
- 3.11.1.39. (Added) To maintain inspection integrity, any gun component cannibalization that would affect time change or inspection schedules will be coordinated with Armament Flight.
- 4.6.2.11.1.1. (Added) Electrical and Environmental back shop will perform this function.
- 4.6.3.6.5. (Added) Egress Shop will:

4.6.3.6.5.1. (Added) Initiate and maintain current inventory of all egress TCI's by aircraft, canopy and seat, to include noun, Part Serial Number (PSN), lot number, DOM, DOI, due dates, and position.

4.6.3.6.5.2. (Added) Monitor monthly egress item PRA and correct errors as needed.

4.6.3.6.5.3. (Added) Perform a hands-on inventory of all CAD/PAD items during aircraft acceptance inspections as well as a hands-on inventory of all visible CAD/PAD items every 36 months (in conjunction with seat and canopy 36-month inspection).

4.6.3.6.5.4. (Added) Reconcile inventory with IMDS and forward updates to AMU PS&D.

4.6.3.6.5.5. (Added) Load, install and establish time change or inspection interval for each replacement PSN item, using the JST number (DOM, DOI) that comes due first.

4.6.3.6.5.6. (Added) Review IMDS screen 690 daily for GCSAS errors on F-16 aircraft components created from shop remote IDs, and contact AMU PS&D for correct resolutions.

4.6.3.6.5.7. (Added) Notify AMU PS&D of any removal and replacement actions of time change items that were damaged or found defective.

4.6.4.1.5.1. (Added) Emergency power system (Hydrazine) repair areas:

4.6.4.1.5.1.1. (Added) The following areas are designated for Emergency Power Unit (EPU) purging, and all other EPU maintenance that requires the hydrazine fuel system to be disconnected or opened in any way. They may only be used if a 100-foot safety radius is maintained:

4.6.4.1.5.1.2. (Added) West end of the flight line, Northwest corner of the ramp, adjacent to Hangar 949.

4.6.4.1.5.1.3. (Added) Hot Cargo pad.

4.6.4.1.5.1.4. (Added) North-side flight line area of Hangar 909.

4.6.4.1.5.1.5. (Added) Hydrazine system maintenance shall not be performed outside when any form of visible precipitation is present; this is to prevent water from contaminating the hydrazine system or the possibility of not detecting a hydrazine fuel spill.

4.6.4.1.5.1.6. (Added) All flow-through HASs.

4.6.4.1.5.1.7. (Added) Accomplish hydrazine maintenance, which includes the EPU purge, in the flow-through HASs only under the following conditions:

4.6.4.1.5.1.7.1. (Added) Clear the area of all nonessential personnel.

4.6.4.1.5.1.7.2. (Added) Position aircraft to the extreme down wind position in the HAS and provide maximum ventilation.

4.6.4.1.5.1.7.3. (Added) Certify the area is free of hydrazine vapors prior to resuming normal activities.

4.6.4.1.5.1.7.4. (Added) Have respiratory protection available.

4.6.4.1.5.1.8. (Added) Taxiway B1 and B5 are designated as the preferred hydrazine response recovery areas.

4.6.4.1.8.2.7. (Added) Aircraft Fuel System Maintenance:

4.6.4.1.8.2.7.1. (Added) Once fuel system personnel have determined an aircraft must be moved to the fuel system repair hangar/area, the following requirements must be met prior to moving the aircraft:

4.6.4.1.8.2.7.2. (Added) AMUs will ensure aircraft fuel loads are configured as required by the fuel systems section shift leader.

4.6.4.1.8.2.7.3. (Added) All affected tanks and systems are defueled and have been drained by the AMU as determined by the fuel systems section shift leader.

4.6.4.1.8.2.7.4. (Added) All other actions are performed in accordance with the hangar checklist using 35 FW IMT 110, **F-16 Hangar Entry/Removal Checklist**.

4.6.4.1.8.2.7.5. (Added) Once the aircraft has been properly positioned in the fuel system repair hangar/area, the fuel system supervisor will ensure the 35 FW 110 has been complied with prior to tow team departure.

4.6.4.1.8.2.7.6. (Added) Fuel systems personnel will ensure the fuel systems maintenance checklist is accomplished upon completion of the checklist in paragraph **4.6.4.1.8.2.7.4. (Added)**

4.6.4.1.8.2.7.7. (Added) Other maintenance actions will not be performed on aircraft in the fuel system repair hangar/area unless the maintenance is coordinated with the fuel systems supervisor on duty.

4.6.4.1.8.2.7.8. (Added) All equipment and facilities will be inspected and maintained in accordance with T.O. 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells*, Section II, Safety, Health and Environmental Requirements.

4.6.4.1.8.2.7.9. (Added) Aircraft AFTO IMT 781 series will remain with any aircraft undergoing fuel systems maintenance within the fuel systems facility. All maintenance will cease on the aircraft whenever the forms are removed. Prior to removing aircraft IMTs/forms from the fuel barn, personnel will clear the removal with the fuel section shift supervisor.

4.6.4.1.8.2.8. (Added) Fuel systems repair areas:

4.6.4.1.8.2.8.1. (Added) The fuel systems repair hangar (Bldg. 3280) is the primary fuel systems repair area.

4.6.4.1.8.2.8.2. (Added) Whenever the primary fuel system repair hangar is full, utilize the alternate fuel systems repair areas (para **4.6.4.1.8.2.9. (Added)**). Comply with all safety, health and environmental requirements outlined in Section II and III of T.O. 1-1-3.

4.6.4.1.8.2.8.3. (Added) To prevent static electricity buildup or injury to personnel when ambient temperature is below 45 degrees Fahrenheit, perform only limited fuel systems maintenance as determined by fuel systems shift supervisor.

4.6.4.1.8.2.8.4. (Added) Minor maintenance is defined as maintenance with less than an eight-hour estimated time of completion, does not require structural support removal, and does not require a confined space entry. Preparation for aircraft phase inspections is classified as minor maintenance.

4.6.4.1.8.2.8.5. (Added) Major maintenance is any maintenance not covered in **4.6.4.1.8.2.8.4. (Added)** Major maintenance shall be performed in the primary repair facility (Bldg. 3280).

4.6.4.1.8.2.8.6. (Added) Final determination of major or minor maintenance rests with the Fuel System Repair Supervisor/Section Chief.

4.6.4.1.8.2.9. (Added) Alternate fuel systems repair areas:

4.6.4.1.8.2.9.1. (Added) Fuel systems maintenance may be performed in flow-threw Hardened Aircraft Shelters (HAS) without further authorization, after all unauthorized equipment is removed in accordance

with T.O. 1-1-3, and all applicable items (to include FUEL CELL MAINTENANCE items) on the 35 FW 110 have been completed.

4.6.4.1.8.2.9.2. (Added) For transient heavy type aircraft (Cargo, tanker, etc...), the hot cargo pad may be used after coordination with the MOC, Fire Department and Wing Safety office.

4.6.4.1.8.2.10. (Added) When severe weather conditions exist, refer to T.O. 1-1-3 and emergency action checklists. (Severe weather procedures for maintenance personnel)

4.6.4.1.8.2.11. (Added) When operations are suspended, access panels, filler caps and other areas opened for maintenance shall be temporarily closed. If temporary panels are used, panels will be manufactured from non-conductive materials.

4.7.1.8. (Added) Organizations requiring emergency use of AGE for non-aircraft use will coordinate with 35 MXS/MXM. Non-Emergency use requires approval of 35 MXG/CC/CD. The request must include steps taken to find other avenues of support (i.e., Local Contractor, Civil Engineering, etc.).

4.7.1.9. (Added) Performs maintenance and inspections on fuel bowsers.

4.7.1.10. (Added) AGE Inspection and Repair Section will sample oil servicing carts upon completion of periodic (PE) inspections or non-routine maintenance.

4.7.1.11. (Added) 35 CAT will have primary dispatch responsibility for South-side AGE requests.

4.7.1.12. (Added) Non-powered AGE (excluding cryogenic SE) will not be driven over FOD shakers.

4.7.1.13. (Added) Using organizations will:

4.7.1.13.1. (Added) Empty assigned fuel bowsers.

4.7.1.13.2. (Added) Service oil and hydraulic carts with fluid as needed. Ensure hydraulic and oil carts are placed under protective shelters when not in use.

4.7.2.10. All AGE users will be trained to operate AGE prior to initial use. Document AGE qualifications in IMDS.

4.7.2.23. (Added) The 35 MXS AGE Flight Chief will:

4.7.2.23.1. (Added) Ensure all equipment is properly prepared prior to painting by Structural Maintenance (includes wash, sand and mask).

4.7.2.23.2. (Added) Ensure all changes to the AGE paint plan will be coordinated through 35 MXS Maintenance Supervision.

4.8.5.1.1. (Added) AME/NIE Sign-Out and Turn-In Procedures.

4.8.5.1.1.1. (Added) AME Section will ensure all AME/NIE issued and/or received is documented in the issue/receipt log and updated in the Armament Flight Database.

4.8.5.1.1.2. (Added) WSS will sign out and transport AME/NIE from Armament Flight as required.

4.8.5.1.1.3. (Added) AMU Weapons Section will ensure equipment due scheduled inspection will be turned in no later than 2400 Friday the week prior of the scheduled inspection. AMU Weapons Sections are responsible for pickup/delivery of all AME/NIE to the Armament Flight.

4.8.5.1.1.4. (Added) Removal of MAU-12 or BRU-46 bomb racks, SUU-20 stations, MRIUs/AMRIUs, CRIUs/ACRIUs is restricted to the Armament Flight. AMU Weapons Section will transport items to the

Armament Flight for removal/installation of these items. Armament may perform minor maintenance, as determined by the Armament Flight Maintenance Shift Supervisor, on AME/NIE installed on aircraft.

4.8.5.1.1.5. (Added) Equipment turned in to Armament Flight will have all items listed in attachment installed.

4.8.5.1.1.6. (Added) AME/NIE found to have malfunctions/PRDs during aircraft troubleshooting will be brought into the Armament Flight within 24 hours after removal from aircraft.

4.8.5.1.1.7. (Added) When IMDS is inactive; a manual JCN from the applicable AMU dispatch will be used for tracking unscheduled maintenance until IMDS is back on line. The performing work center will annotate this on the AFTO Form 350. The AMU Weapons Section will enter the job into IMDS within 24 hours after IMDS is active.

4.8.5.1.2. (Added) Deployments/Exercises/Contingencies

4.8.5.1.2.1. (Added) If Armament Flight personnel are deploying with the AMU, the Armament Flight Chief will coordinate with deploying maintenance officer to designate an individual from the Armament Flight to assume SPRAM custodian duties. If no Armament Flight personnel are deploying, the deploying maintenance officer will designate an individual as the deployment SPRAM custodian.

4.8.5.1.2.2. (Added) The designated deployed SPRAM custodian will coordinate with Armament Flight AME Section and Base Supply Equipment Management Section NLT 3 duty days prior to the deployment to update AME/NIE quantities on the applicable SPRAM account. For exercises/contingencies, this action must be completed by recall plus 12 hours.

4.8.5.1.2.3. (Added) Upon return, the deployed SPRAM custodian will coordinate with Armament Flight AME Section and Base Supply Equipment Management Section to redeploy the applicable AME/NIE back to home station SPRAM account.

4.8.5.6. (Added) Coordinates with AMU Weapons Section Chief to accomplish 180-day inventory of all assigned AME/NIE.

4.10.2.1.1. (Added) See paragraph **8.19.5. (Added)** for locally manufactured tool procedures.

4.10.5.14. (Added) Load, install, and establish time change and/or inspection intervals for each parachute component installed or replaced using appropriate IMDS screens.

4.10.5.15. (Added) Verify PSN data on each drogue chute prior to repack and correct IMDS errors as needed.

4.11.7.9.1. AMUs will share responsibility for maintenance support on transient aircraft when occasional maintenance required is beyond Transient Alert's capability.

4.12.3. (Added) Conventional maintenance will prepare and load all 20MM ammunition loading systems (ALS/UALS) with three full aircraft loads (515 rounds per aircraft) to meet all wing-flying requirements. Place a properly annotated 35 FW IMT 23, **ALS Worksheet** in the pouch of each ALS/UALS.

4.12.4. (Added) Line Delivery will:

4.12.4.1. (Added) Deliver munitions as directed by Munitions Control. Upon delivery of munitions, the Line Delivery driver will annotate 35 FW IMT 22, **Trailer/Munitions Movement Sheet**, or locally generated IMT, with the date and time of upload, download, type munitions, quantity and lot/field number or lot color code.

4.12.4.2. (Added) Notify munitions control of all aircraft uploads and downloads as they occur except for aircraft to aircraft moves which will be done by the Weapons expeditor.

4.12.4.3. (Added) The Line Delivery crewmember and weapons load crew/expeditor will perform a joint inspection of munitions changing hands. Line Delivery will sign for all munitions removed from the flight line and ensure a weapons representative signs for all munitions left on the flight line. Signature indicates that all munitions are serviceable and all required safing gear is present. If a problem is identified during the joint inspection, up channel the information to Control and ensure discrepancies are corrected before signing for munitions. NOTE: Missiles will be signed for on 35 FW IMT 108, **Missile Movement Record**, 20MM on 35 FW IMT 23, and all other munitions on 35 FW IMT 22.

4.12.4.4. (Added) Due to the need for accountability of TMU-72 argon bottles, they will be replenished with Weapons Flight personnel on a one for one basis.

4.12.4.5. (Added) Ensure all damaged bottles are accompanied by an AFTO Form 350, Repairable Item Processing Tag.

4.12.4.6. Ensure 35 FW IMT 23 is properly annotated before transporting ALSs.

4.12.5. (Added) Reconciliation Procedures:

4.12.5.1. (Added) Munitions will not be delivered for the next day's schedule until reconciliation procedures are completed.

4.12.5.2. (Added) Line Delivery and the Weapons Expediter will perform a joint reconciliation prior to finalizing the AF IMT 2434, **Munitions Configuration and Expenditures Document**, or locally devised IMT. The Weapons Expediter will prepare the IMT for all aircraft loaded with munitions. Annotate the IMT with aircraft tail numbers, lot, type and quantity of munitions loaded/carried forward, and number of munitions items expended from each aircraft. Missile tail numbers and flight hours/ETI readings will be documented on the IMT for all aircraft loaded. NOTE: Ensure all acceleration monitoring assemblies (AMA), AIM/CATM-9, AIM/CATM-120, AGM/TGM-65 and AGM/CATM-88 missile serial numbers are annotated on the IMT. The Weapons Section representative will then deliver the form to the account custodian or their designated representative within 3 hours after the last aircraft downtime. NOTE: The Weapons Expediter will also prepare the IMT whenever general purpose bombs are uploaded, showing field lot number found on the nose of the bomb (example: FL035). This will be annotated in the remarks section.

4.12.5.3. (Added) Line Delivery collects all BDU-33 safing blocks, all other safing gear, cart expenditures and chaff and flare expenditures for the day from the weapons section representative.

4.12.5.4. (Added) Line Delivery and weapons representatives perform a joint reconciliation of the form. Reconciliation compares munitions loaded against munitions downloaded and carried forward. This equals expenditures for the day. Upload, download and carried forward information should match on both the IMT and 35 FW IMT 22. The comparison must agree by type, lot number/field lot and quantity. Any changes to the IMT will be initialed by the weapons expeditor.

4.12.5.5. (Added) If reconciliation does not agree conduct a joint physical inventory of all AFI 36-2217, *Munitions Requirements for Aircrew Training*, munitions in the affected AMU's possession. If reconciliation still does not agree, Munitions Control will notify the MOC, 35 AMXS, and AMU Supervision that delivery of the affected munitions type is suspended to the applicable squadron. The suspension will only be lifted by the Munitions Flight Commander/Chief or representative; after they are satisfied a full investigation has been initiated.

4.12.5.6. (Added) Line Delivery delivers original form to Conventional Maintenance for physical count verification and a copy to Munitions Control.

4.12.6. (Added) Collecting, Recording and Reporting Missile Status:

4.12.6.1. (Added) AIM/CATM-9 missile flight hours and number of flights will be annotated on an AF IMT 2434 or locally devised IMT.

4.12.6.2. (Added) Obtain flight hours for each aircraft sortie from the form received from the Weapons Flights to compute accumulated flight hours.

4.12.6.3. (Added) AGM/CATM-88 elapsed time indicator (ETI) reporting: ETI meters will be read as a part of the end of flying day reconciliation procedures. All AGM/CATM 88 missiles not in containers will be checked. Readings will be entered on the IMT. AGM/CATM-88 missile ETI readings may be obtained on the flight line without downloading the missile.

4.12.6.4. (Added) Munitions Control will track ETI hours for 180-hour inspections on AGM/CATM-88s and number of flights for AIM/CATM-9s for 20-flight inspections.

4.12.7. (Added) Changes to Weekly Schedule (AF IMT 2407, **Weekly/Daily Flying Schedule Coordination**):

4.12.7.1. (Added) Changes to the weekly schedule are submitted on AF IMT 2407, in accordance with PACAFI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*. In addition to procedures in PACAFI 21-165, the munitions flight will be a coordinating agency on any changes affecting the type, quantity or configuration of munitions, or time changes exceeding 30 minutes.

4.12.8. (Added) Chaff and Flare Module Accountability:

4.12.8.1. (Added) The AMUs will be the owning organizations for chaff and flare modules. Each squadron is responsible for accountability, maintenance and repair of modules assigned to them. Each AMU will maintain an adequate number of modules to support wing aircraft. The munitions flight will track the location of built up modules by using a locally assigned identification number.

4.12.9. (Added) ALE-50 Decoy Magazine Accountability:

4.12.9.1. (Added) The AMUs will be the owning organizations of decoy magazines for the ALE-50 towed decoy system. Decoy magazines will be stored in the munitions storage area until delivered to the flight line for use. The munitions flight will track the location of magazines by using a locally assigned identification number.

4.12.10. (Added) When using AFI 36-2217, *Munitions Requirements for Aircrew Training*, the Armament Flight will:

4.12.10.1. (Added) Ensure all 20mm ammunition removed from jammed systems is placed into ammo cans and tagged with AFTO Form 350, to include noun, description of defect, date, time, specialist's printed name, signature, telephone number, aircraft tail number (if applicable), lot number, quantity of brass, and quantity of live rounds. NOTE: Damaged rounds with exposed propellant will be segregated from all other rounds and propellant will be properly disposed of.

4.12.10.2. (Added) Notify Munitions Control of type and quantity of ammunition ready for return to the munitions area.

5.5. (Added) MOC will update aircraft locations on Misawa AB via locally developed tracking sheets and/or EMOC. Annotations will consist of HAS location, Bldg number, or ramp adjacent to a bldg.

5.5.1. (Added) MOC will maintain status of diverted, deployed and/or cross-country aircraft as required through deployed 35 MXG personnel, local and/or off-station transient alert or Command Post functions. Annotations in the narrative sections of MOCs tracking sheets will document aircraft locations, status and ETICs.

5.5.1.2. When 35 FW aircraft deploy, divert, fly cross-country, or are transferred, MOC will update locations using GEOLOC codes (as listed under the GEOLOC link in the Table Management Distribution System at <https://tmlds03.scott.af.mil>) in IMDS.

5.5.1.2.1. (Added) Screen 333 to change aircraft singularly (i.e. in the event of a divert or IFE off station).

5.5.1.2.2. (Added) Screen 426 to add a location not currently available or listed in IMDS.

5.5.1.2.3. (Added) Screen 428 to change multiple (up to five) aircraft simultaneously (i.e. for multiple diverts, deployments, cross country).

5.8.19.2.1.1. (Added) Users who are deploying need to obtain "IMDS terminal ID" from the Analysis Homepage: <https://intranet.misawa.af.mil/orgs/35MG/35MOS/Analysis/default.htm>

5.8.19.2.1.2. (Added) Once at the deployed location, users must ensure they have access to the local area network (LAN) and the Internet. User will access IMDS using this address: <https://cdb1.csd.disa.mil/>. Once the IMDS Graphic User Interface is up, user can log-on as normal. Ensure the terminal ID obtained from MDSA is used.

5.8.19.2.1.3. (Added) If there is no internet access at the deployed location, IMDS update will be done manually. User must bring copies of AFTO IMT 349, **Maintenance Data Collection Record** or locally devised form and print screen snapshots of frequently used screens.

5.8.19.4. IMDS work center codes are established as listed in Analysis Homepage. <https://intranet.misawa.af.mil/orgs/35MG/35MOS/Analysis/default.htm>

5.8.19.4.1. (Added) Any required additions, deletions, or changes to IMDS work center codes must be coordinated through group manning (35 MXG/MXOP), maintenance data system analysis (35 MOS/MXOOA), and approved by the 35 MXG/CC. All requests for changes will be submitted in writing. Use template in the Analysis Homepage (see item 5.8.19.4.)

5.8.20.5.17.1. Upon notification of extended downtime (24 hours) from Oklahoma City Defense Enterprise Computing Center (DECC) or Misawa NNC, all computer processing will cease. Database Management (DBM) will coordinate with the Subsystem Managers, and tenant unit DBM. If notification occurs between 1630-0730, MOC will advise all IMDS users of the downtime.

5.8.20.5.17.1.1. (Added) All IMDS users must:

5.8.20.5.17.1.1.1. (Added) Annotate their most current IMDS products until all updates are processed and a new product can be furnished by DBM section.

5.8.20.5.17.1.1.2. (Added) Determine what minimum background products are needed to accomplish their mission and the frequency of their processing.

5.8.20.5.17.1.2. (Added) The DBM section will:

5.8.20.5.17.1.2.1. (Added) Advise the 35 MXG/CC and staff on system status.

5.8.20.5.17.1.2.2. (Added) Coordinate all IMDS related processing with Oklahoma City DECC and other IMDS users on priority and frequency of processing.

5.8.20.5.17.1.3. (Added) Utilize the following data input priority list: NOTE: This priority list will be followed whenever IMDS is down for an extended period of time.

5.8.20.5.17.1.3.1. (Added) Debriefing.

5.8.20.5.17.1.3.2. (Added) Maintenance Operations Center (MOC).

5.8.20.5.17.1.3.3. (Added) Plans, Scheduling, & Documentation (PS&D).

5.8.20.5.17.1.3.4. (Added) Engine Tracking.

5.8.20.5.17.1.3.5. (Added) All others.

5.8.20.5.17.2.1. (Added) Manual job control number (JCN) assigned to sections or aircraft will only be used when IMDS is unavailable. Exception: MOC may use manual JCNs for all red ball and transient alert aircraft. JCN's available for use are listed on the Analysis Homepage (see item [5.8.19.4.](#) for address)

5.8.20.5.17.2.2. (Added) The JCN for a specific action and work center will only be used for that one job.

5.8.20.5.17.2.3. (Added) Unit schedulers will assign JCN for time change items, Time Compliance Technical Orders, One-Time Inspections, and special inspections on assigned aircraft.

5.8.20.5.17.2.4. (Added) Discrepancies found by the aircrew:

5.8.20.5.17.2.4.1. (Added) MOC will assign JCNs for any jobs called in during aircrew preflight.

5.8.20.5.17.2.4.2. (Added) Unit debrief will assign JCN for any discrepancies reported after flight. NOTE: To prevent assignment of dual JCN, debrief will check with MOC on any questionable JCN assignments.

5.8.20.5.17.2.4.3. (Added) Shop schedulers will assign JCNs for assigned shop equipment.

5.8.20.5.18.1. (Added) All recurring background products will be reviewed annually to ensure a valid requirement exists for products to be processed. If the requesting individual does not validate products, the products will be removed from the schedule and no longer processed.

5.8.20.5.18.2. (Added) Any new product requests must be submitted to the DBM office on the IMDS Background Reports memorandum (see Analysis Homepage for template). See item [5.8.19.4.](#) for homepage address.

5.8.20.5.18.3. (Added) All nonrecurring background products will be processed in a timely manner.

5.8.20.5.18.4. (Added) Tenant units are responsible for processing their own background reports.

5.8.20.5.18.5. (Added) Tenant units will obtain training for processing background reports from the DBM office.

5.8.20.5.29.1. (Added) Checklist available at Analysis Homepage. See item [5.8.19.4.](#) for homepage address.

5.8.20.6.3.4. (Added) Maintenance Data Systems Analysis (MDSA) issue and maintain IMDS user-id DD Form 2875, **System Authorization Access Request (SAAR)** for all valid IMDS users and provides capability to access IMDS. As an added security, user-ids are automatically suspended by the system after 30 days of non-use.

5.8.20.6.3.5. (Added) Users who are separating or retiring will out-process from MDSA and get their user-id deleted.

5.8.20.6.3.6. (Added) Sub-system managers must submit a letter to authorize specific users to access IMDS restricted screen

5.8.20.12.1. The MDSA Section (35 MOS/MXOOA) is the office of primary responsibility for the DIT program and will assist DIT members with identifying and correcting errors. All units documenting maintenance in IMDS are required to assign personnel to serve as DIT members. The DIT evaluates IMDS job data documentation (JDD) accuracy every duty day and IMDS versus aircraft IMTs accuracy at least once each week. It is imperative that JDD be as accurate as possible.

5.8.20.12.1.1. (Added) The DIT members will be appointed in writing by the SQ/CC and serve a minimum of 6 months. The DIT will include Primary and Alternates from each flight in the 35 MXS and each AMU in the 35 AMXS. Representatives must be at least a 5-skill level and have a minimum of 1-year experience with IMDS.

5.8.20.12.1.2. (Added) MDSA personnel will visit each AMU's PS&D section at least once each week to review inactive aircraft AFTO IMT 781A's versus IMDS JDD. A minimum of one F-16 C/D aircraft per AMU will be reviewed weekly. A weekly report of the review will be sent to AMU supervision.

5.8.20.12.1.3. (Added) MDSA will compare inactive AFTO IMT 781A's to IMDS screen 122. MDSA will verify IMDS accuracy to ensure data in the IMTs is also entered in IMDS. Example: Mismatch in write-up in IMTs versus IMDS; signed-off in IMTs, but not in IMDS.

5.8.20.12.1.4. (Added) Each discrepancy checked counts as one item evaluated. Any errors in a discrepancy will count as one error, regardless of the number found.

5.8.20.12.1.5. (Added) MDSA will spot check identified aircraft IMTs with errors to verify corrections were made.

5.8.20.12.1.6. (Added) The error rate will be calculated using the following criteria: **(Errors/Discrepancies Evaluated) X 100 = Error Rate**

5.8.20.12.3.1. (Added) Work center supervisors:

5.8.20.12.3.1.1. (Added) Have until 0900 (1300 if night flying) each day to review the previous day's data using IMDS screen 100 and clear any errors prior to the teams review.

5.8.20.12.3.1.2. (Added) Have five duty days from receipt of errors identified by the DIT to correct errors using IMDS screens 907 and 54 (Errors and corrections must be annotated in red).

5.8.20.12.3.2. (Added) DIT members will:

5.8.20.12.3.2.1. (Added) Unit DIT members will receive DIT Error Reports daily through e-mail from MDSA. An AUTO-DIT program is used to validate Background Reports (QBRs) for documentation errors.

5.8.20.12.3.2.2. (Added) Unit DIT members will give a copy of the DIT Error Report to the appropriate work center DIT members and work center supervision for corrections. Once all error corrections have been accomplished, the work center DIT members will send results of corrections with remarks for uncorrected errors back to the unit DIT members.

5.8.20.12.3.2.3. (Added) Unit DIT members must ensure all correctable errors are corrected. Unit DIT members will e-mail a consolidated status report to MDSA within 5 duty days from the printed date on the DIT Error Report. Report by work center, how many errors were corrected, and how many errors were not corrected along with the identifier number and a brief explanation.

5.8.20.12.3.2.4. (Added) Assist work centers to resolve discrepancies. If necessary, request assistance from Quality Assurance and MDSA.

5.8.20.12.6.1. (Added) MDSA will:

5.8.20.12.6.1.1. (Added) Manage the AUTO DIT database and update the status of all identified errors.

5.8.20.12.6.1.2. (Added) Provide QBR coversheets.

5.8.20.12.6.1.3. (Added) Periodically verify corrections are made using IMDS screen 122.

5.8.20.12.6.1.4. (Added) Some work center QBRs may not have data for a particular day. In this case, the MDSA will put “zeros” in the appropriate sections of the spreadsheet to identify that no data is expected back for this day.

5.8.20.12.9.1. (Added) The AUTO DIT database will automatically track the total number of maintenance actions, errors, and types of errors for each unit and work center as initial IMDS errors. Each maintenance event counts as one maintenance action evaluated. Events with errors will count as an incorrect maintenance action regardless of the number of errors found; however, all errors per event must be identified. Initial error rates are determined by calculating the number of events with errors against the total number of events: **(Initial Errors/Events Evaluated) X 100 = Initial Error Rate**

5.8.20.12.9.2. (Added) MDSA will update the status of the identified errors as corrected/not corrected in the AUTO DIT database to be used in calculation corrected error rates. MDSA will randomly spot check corrections, but it is the primary responsibility of the unit DIT member to ensure all corrections are being accomplished. All errors per event must be corrected to count as a corrected maintenance action and will be tracked separately by category to help pinpoint squadron and work center problem areas.

5.8.20.12.9.3. (Added) The goal is to maintain a monthly corrected error rate less than 1 percent and a monthly initial error rate less than 3 percent. Corrected error rate calculation is automatic on the spreadsheet using the following criteria: **(Initial Errors - Corrected Errors)/Events Evaluated) X 100 = Corrected Error Rate**

5.8.20.12.11. 35 MXG/CD will chair the monthly DIT meeting and brief the 35 MXG/CC on error rates and causes. MDSA will forward copies of the slides to squadron leadership and designated DIT members prior to the briefing for review. DIT members should be present to answer any issues regarding their DIT error rates.

6.1.16.1. (Added) MOC will coordinate with applicable agencies to obtain the required information when the ECM and sensor pod levels fall below DOC requirements. This information will be input into a SIPR-net e-mail and sent on a daily basis to 35 MXG/CC, 35 MXG/CD, 35 MOS/CC and 35 MOF/CC until the MC levels meet the DOC requirements.

7.1.2.1. (Added) Refer to paragraph [5.8.20.5.17.1](#) for local procedures when IMDS is down for extended periods.

7.2.3.6. (Added) Local and deployed Aircraft Document Review (ADR) procedures.

7.2.3.6.1. (Added) AMU APG Flight Chief/AMU Supervision will:

7.2.3.6.1.1. (Added) Ensure aircraft records check is complete. If there are any problems, direct DCC/ADCC to the appropriate agency to correct the problem.

7.2.3.6.1.2. (Added) Ensure AFTO IMT 781s are standard with the master set. Upon completion, initial the appropriate place.

7.2.3.6.2. (Added) Aircraft TDY/deployed in excess of 14 days when a scheduler is not available will have ADR complied with within 2 days after return to home station.

7.2.3.6.3. (Added) ADRs will also be accomplished on aircraft upon designation as a CANN aircraft, every 7 days thereafter and prior to first flight after CANN.

7.2.3.6.4. (Added) Hangar queen aircraft will be accomplished when initially designated as hangar queen, every 7 days thereafter, and prior to first flight or FCF.

7.2.3.6.5. (Added) Dedicated crew chief (DCC) or assistant dedicated crew chief (ADCC) will initiate the ADR by printing the following IMDS screens: 380 (with supply data), 525 (with indentured items block checked), 701 (for hourly and calendar inspection due dates/times), 713 (Opt 1 for aircraft and engine times), 990 (with missing or out of configuration items block checked).

7.2.3.6.6. (Added) The AMU DCC or ADCC will:

7.2.3.6.6.1. (Added) Ensure all discrepancies with a scheduled date and time greater than 5 workdays after date of discovery are deferred (see IMDS screen 474 for defer codes).

7.2.3.6.6.2. (Added) Review IMDS screen 990 and create a WCE in IMDS for each missing part by WUC. Defer until next aircraft Phase inspection.

7.2.3.6.6.3. (Added) Validate and ensure that correct fuel tanks, aircraft battery and LOX bottle are loaded to the aircraft in IMDS prior to AMU PS&D review. If items are missing in IMDS, items must be physically verified and loaded before ADR can be considered complete.

7.2.3.6.6.4. (Added) Ensure deferred discrepancies on AFTO IMT 781A and AFTO IMT 781K, **Aero-space Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document** are reflected on the IMDS packages.

7.2.3.6.6.5. (Added) Ensure airframe/engine times on the AFTO IMT 781J, **Aircraft and Engine Operating Time, Cycle and Oil Added (Half Pints, Pints, Quarts)** match information on the IMDS packages.

7.2.3.6.6.6. (Added) If a discrepancy is detected, annotate the IMDS packages in red ink with correct information.

7.2.3.6.6.7. (Added) Contact EM to verify MEC X-ray due time with due time on engine AFTO 781K if applicable.

7.2.3.6.6.8. (Added) Update local AFTO IMT 781K inspections using IMDS screen 37.

7.2.3.6.6.9. (Added) The DCC/ADCC will ensure all IMDS updates/corrections are processed, as soon as possible. Print new set of aircraft forms prior to AMU PS&D review.

7.2.3.6.6.10. (Added) Ensure the document review will not be signed off as complete until all updates are made.

7.2.3.6.6.11. (Added) Ensure that an accurate and valid reason for delay of work is included with each deferred discrepancy listed on the AFTO IMT 781K, (Appropriate defer codes are listed in IMDS screen 474). NOTE: Quality Assurance will approve discrepancies deferred due to Depot Maintenance. Discrepancies deferred for Depot will be entered against the Depot work center in IMDS.

7.2.3.6.6.12. (Added) Ensure forms entries are legible and contain the proper discrepancy symbol.

7.2.3.6.6.13. (Added) Contact EM for reconciliation of times between engine and aircraft.

7.2.3.6.6.14. (Added) Ensure following sections are entered in the corrective action block to show reviewed by: DCC/ADCC initials, Supply section initials, AMU PS&D initials, APG Flight Chief's initials and AMU Supervision initials.

7.2.3.6.6.15. (Added) Certify the initial review by initialing in the discrepancy block of the AFTO IMT 781A, then proceed to the appropriate section.

7.2.3.6.7. (Added) The AMU Supply section will:

7.2.3.6.7.1. (Added) Validate both the supply document numbers and the event identification numbers in IMDS (screen 514) against the AFTO IMTs/forms.

7.2.3.6.7.2. (Added) Update the AFTO IMT 781A/K by lining through those documents for which parts have been received and enter supply information.

7.2.3.6.7.3. (Added) Assist the DCC/ADCC in ordering items with invalid document numbers.

7.2.3.6.7.4. (Added) Upon completion of the review, initial the appropriate signature block for the record review in the discrepancy block for the record reviews.

7.2.3.6.7.5. (Added) Ensure the DCC/ADCC signs the corrected by block of the AFTO IMT 781A and updates the records review in IMDS. NOTE: The ADR will not be updated as complied with until all IMDS updates are processed

7.2.3.6.8. (Added) EM will:

7.2.3.6.8.1. (Added) Verify all engine-operating times, engine TCTOs and engine serial numbers using IMDS screens 713 and 525.

7.2.3.6.8.2. (Added) Provide a name for the appropriate block in documenting the records review.

7.2.3.6.8.3. (Added) Provide DCC/ADCC with assistance to correct any engine related discrepancies.

7.2.3.6.8.4. (Added) Provide DCC/ADCC with correct MEC X-ray due times and time remaining.

7.2.3.6.9. (Added) AMU PS&D is the last stop in the ADR process and will:

7.2.3.6.9.1. (Added) Validate airframe/engine serial numbers and operating times on AFTO IMT 781H, **Aerospace Vehicle Flight Status and Maintenance** and AFTO IMT 781J, verify inspection and time change due dates and ensure appropriate forms entries are made.

7.2.3.6.9.2. (Added) Ensure all open/outstanding TCTOs are annotated on the AFTO IMT 781K and checked for correct TCTO number, narrative and expiration/ground removal/ rescission dates.

7.2.3.6.9.3. (Added) Contact the NDI lab and verify engine oil times and correct discrepancies as needed.

7.2.3.6.9.4. (Added) Validate deferred discrepancies listed on the AFTO IMT 781A/K, against those listed in IMDS for correct event identification number, narrative and appropriate defer codes.

7.2.3.6.9.5. (Added) Ensure all required items listed in **7.2.3.6.1.1. (Added)- 7.2.3.6.8.4. (Added)** are accomplished prior to completion of review.

7.2.3.6.9.6. (Added) Ensure discrepancies found during review are corrected in IMDS database prior to completion of review.

7.2.3.6.9.7. (Added) After verification of IMDS (for any differences found during the document review), initial the appropriate signature block for the records review.

7.2.3.6.9.8. (Added) Ensure all required work-centers sign and date ADR packages.

7.2.3.6.9.9. (Added) Ensure the ADR package is filed in the jacket file until next ADR.

7.2.3.6.10. (Added) ADR and validations will be accomplished prior to local cross-country flights if the ADR will be due during the planned duration of the cross-country flight.

7.2.3.6.11. (Added) See [Attachment 1](#) for the ADR checklist.

7.4.1.1. (Added) Ensure on-duty shop/section chief or production superintendent reviews corrective action prior to sign-off of second time repeat/recur.

7.7.1. When using automated forms, individuals performing IPIs document the action in IMDS by typing their name or employee number next to the IPI statement in the corrective action block.

7.7.2.4. (Added) For maintenance that requires AFTO IMT 244, **Industrial Support Equipment Record**, and AFTO IMT 245, **Industrial/ Support Equipment Record Continuation Sheet**, the person discovering the need to perform an IPI enters "IPI required at step (number)" in the next open discrepancy block of section V of the equipment's AFTO 244/245. The IPI will be documented as a red X. The person doing the task then notifies an IPI certifier at the appropriate step and does not proceed until the IPI certifier is present. The IPI certifier observes and verifies the required steps are accomplished, enters "IPI accomplished IAW T.O. "00-20-1" in the corrective action block of the IPI discrepancy and then enters his/her employee number in the inspected by block and initials the red X symbol. IPIs will also be documented in IMDS.

7.7.2.5. (Added) For the Munitions Equipment Support Element, IPI documentation will be maintained in the Munitions Control 2000 computer system. Each munitions handling trailer will have its own record. When periodic maintenance is due, an individual hard copy will be obtained. The individual who completes the maintenance along with the individual who performed the IPI signs the hard copy. IPI records will be maintained with the hard copy trailer records (AFTO IMT 95).

7.8.1. Use locally developed oil, hydraulic and nitrogen servicing form available from QA.

7.8.1.1. (Added) 35 MXS Electrical Environmental Section will maintain completed local tracking sheet for a minimum of 90 days for gaseous cylinder and liquid nitrogen carts.

7.8.1.2. (Added) Users are responsible for initiating new forms when they discover one full or unusable during use.

7.8.1.3. (Added) The user ensures completed forms are forwarded to E&E or AGE flight for filing as applicable.

7.8.2. (Added) Document 7-day oil servicing cart samples on the AFTO IMT 244, Section III.

8.15.1. (Added) See paragraph [15.2.2.6.1. \(Added\)](#) for Special Purpose Recoverable Authorized Maintenance (SPRAM) information.

8.19.5. (Added) Manufacture of procurable items is restricted to mission-essential items. When no accompanying technical order drawings are available for the local manufacture of aerospace-related components, munitions or engine components, additional information from the original equipment manufacturer (i.e., Lockheed, General Electric, the applicable System Program Office or the DoD overhaul and repair facility such as Ogden Air Logistics Center) is required.

8.19.6. (Added) Requests will be completed as follows:

8.19.6.1. (Added) For parts coded as local manufacture (Uniform Source, Maintenance, and Recoverability (SMR) Code TO 00-25-195), a DD Form 1348-6 (DoD Single Line Item Requisition System Document) and AF IMT 2005, **Issue/Turn-In Request** are completed and submitted to 35 LRS Flight Service Center (FSC). The FSC then forwards the package to the fabricating section who in turn submits a Local Manufacture Material Worksheet identifying any materials, tools and bits and pieces that must be procured to manufacture the item.

8.19.6.2. (Added) For parts not coded as local manufacture, a 35 FW IMT 91, **35 FW Local Manufacture Request Worksheet** must accompany the package (DD Form 1348-6, **Single Line Item Requisition System Document, DOD**, and AF IMT 2005). Requests for locally designed tools must include a detailed drawing showing a description of all materials used in the manufacture of the item (type metal, thickness, etc.)

8.19.7. (Added) The requesting organization:

8.19.7.1. (Added) Defines the requirement using drawings, specifications, exhibits, technical data pages, a written description, etc.

8.19.7.2. (Added) Coordinates the local manufacture request package through the respective AMU supervision, maintenance squadron supervisor/superintendent (35 MXS/MXM), or designated representative. For LMME, coordinate with the Wing Weapons Manager or Munitions Flight Chief as required.

8.19.7.3. (Added) Identifies whether the requirement is a recurring demand, communicate the requirement to FSC (who assigns a local stock number) and the fabricating section(s).

8.19.7.4. (Added) In conjunction with the fabricating section, determine material requirements, to include essential bits and pieces.

8.19.7.5. (Added) Notifies their respective squadron or group resource advisor to arrange funding for the local manufacture if required.

8.19.8. (Added) The fabricating section(s):

8.19.8.1. (Added) Coordinate in Block B, 35 FW IMT 91 (determining feasibility of the local manufacture request (non-SMR coded) and estimated cost)

8.19.8.2. (Added) Forward recommendations to 35 MXS/MXM.

8.19.9. (Added) The Maintenance Supervisor/Superintendent (35 MXS/MXM):

8.19.9.1. (Added) Reviews and approves/disapproves all non-SMR coded items in Block B, 35 FW 91.

8.19.9.2. (Added) Forwards approved, non-SMR coded local manufacture requests to QA for file.

8.19.10. (Added) The 35 MXG/CC or designated representative approves the manufacture of all non-SMR coded, aerospace-related components, support equipment, alternate mission equipment, engine components, tools and test equipment in block C, 35 FW 91.

8.19.11. (Added) Quality Assurance evaluates, and, if appropriate, certifies any locally designed tools and equipment prior to their use for aircraft maintenance. Quality Assurance will keep a copy of all approved locally designed tools and equipment.

8.19.12. (Added) The Flight Service Center:

8.19.12.1. (Added) Determines the need for a local NSN and if appropriate, assigns a control number. (This remains valid for 6 months. If no recurring demands are made on the control number, the item and the control number are removed from the system.)

8.19.12.2. (Added) Processes the DD Form 1348-6, AF IMT 2005/local worksheet, and 35 FW IMT 91 (if required) and maintains a file of all information used by the requester to define the requirement (i.e. drawings, specifications, descriptions, etc.).

8.19.12.3. (Added) Notifies the requester when a recurring demand item has been manufactured.

8.19.12.4. (Added) Orders all necessary parts/materials needed.

8.19.12.5. (Added) Stores all bits and pieces/materials, and forwards them to the fabricating section(s) once all items are received.

8.19.12.6. (Added) All locally manufactured equipment items will be processed through the Equipment Management Section in base supply per AFMAN 23-110, Volume 2, Chapter 22, *Equipment Management*.

8.19.13. (Added) AGE parts that are not SMR-coded but require assembly by an allied trades shop will not need to follow the local manufacture process if the following conditions are met: (1) part numbers must be listed in the TO, (2) individual bit NSNs must be authorized by the TO or listed in FEDLOG under the applicable part number, (4) parts must be ordered by the AGE Supply Liaison so demand level can be established, and (5) AGE must create a IMDS work center event for the applicable allied trades shop so man hours can be accounted for.

10.4.8.1. (Added) Specific guidance for Engineering Technical Assistance (AFMC Form 107-T Requests):

10.4.8.1.1. (Added) The originating work center will contact QA and AFETS for repairs beyond TO limits, but within Wing repair capabilities.

10.4.8.1.2. (Added) All engineering disposition request and support materials will be reviewed by QA prior to being sent. The request will include the discrepancy and recommended repair action for engineer disposition/approval.

10.4.8.2. (Added) Specific guidance for Depot Level Assistance (T.O. 00-25-107 Requests):

10.4.8.2.1. (Added) The originating work center will contact QA and AFETS for repairs beyond TO limits and not within Wing repair capabilities.

10.4.8.2.2. (Added) The work center requesting repair will provide QA with technical information required for the depot-level maintenance assistance request.

10.4.8.2.3. (Added) QA will draft the repair and coordinate with 35 MXG/CC/CD before sending to HQ PACAF via email.

10.10.11.4. Refer to Local Acceptance Inspection Checklist for specific requirements.

10.19.1.2. (Added) Requirements and situations not addressed in this supplement will be resolved by the FCF OIC with concurrence of the 35 OG/CC.

10.19.1.3. (Added) The 13 and 14 FS/CCs, through the FCF OIC will:

10.19.1.3.1. (Added) Select pilots for FCF training after review of T.O. 1-1-300 and PACAF Sup 1 to AFI 21-101.

10.19.1.3.2. (Added) Obtain 35 OG/CC approval prior to training pilots.

10.19.1.3.3. (Added) Designate current and projected FCF pilots on the squadron letter of Xs.

10.19.1.3.4. (Added) Provide authorized pilots to perform FCFs.

10.19.2.2.1. (Added) Pilots must satisfy all Air Force FCF qualifications including completing a written examination administered by the FCF PM.

10.19.2.2.2. (Added) Normally, the number of FCF pilots does not exceed four per squadron, excluding attached crewmembers. Units with unique mission requirements may waive the number of assigned crews.

10.19.2.2.3. (Added) Two upgrade sorties will be flown in an F-16D. The upgrading pilot will fly the first sortie in the back to observe the profile, and fly the second sortie in the front to demonstrate proficiency. 35 OG/CC may waive the back seat sortie for previously qualified F-16 FCF pilots. 35OG/CC may approve F-16C checkouts with chase, when required. 35 OG/CC may approve the following deviation to facilitate the initial FCF checkout, if excessive weather or maintenance delays are encountered and weather is currently below FCF minimums: Fly a KAZUMI-ONE (no zoom) departure to confirmed "VFR on top" conditions. Once on top, complete the normal FCF profile (minus the mach run). Perform a normal IFR recovery.

10.19.2.2.4. (Added) FCF pilot currency for single seat aircraft is 90 days. To remain current, FCF pilots accomplish an FCF profile in an ATD, if possessed by the wing, with another FCF pilot present. Non-current FCF pilots do not perform FCF duties until currency is achieved. To regain currency, FCF pilots accomplish an FCF in the ATD with a certified FCF pilot. If an ATD is not available, the FCF pilot flies an FCF profile with a certified FCF pilot, either as a chase or in the rear seat of a two-seat model (if applicable). If an FCF pilot remains non-current for more than 6 months, the initial check-out and annual certification procedures will be re-accomplished.

10.19.2.2.5. (Added) If the necessity arises for an FCF during a TDY when an FCF crew(s) is/are not available, the detachment/mission commander may issue temporary certification, designating the most highly qualified crew available to perform such duties.

10.19.2.2.6. (Added) For single engine aircraft, pilots maintain a 30 day simulated flame-out (SFO) landing currency. Currency is regained by performing an SFO during any sortie consistent with local guidance.

10.19.2.2.7. (Added) Any FCF crew member who loses AFI 11-401, *Aviation Management* qualification over 6 months cannot perform FCF duties until re-accomplishment of specific requirements and a written examination. The FCF PM documents reestablishment of currency on the FCF crew member's certification letter.

10.19.2.2.8. (Added) Use the following minimum hourly criteria, including student time, to designate pilots to perform FCF duties:

10.19.2.2.8.1. (Added) 750 hours total and 200 hours first pilot PAA time.

10.19.2.2.8.2. (Added) 650 hours total and 300 hours first pilot PAA time.

10.19.2.2.8.3. (Added) 575 hours total and 400 hours first pilot PAA time.

10.19.2.2.9. (Added) The crew size for an FCF is the minimum crew necessary to perform required maintenance and operational checks, and is never less than the minimum crew as stated in the applicable dash-1 publication.

10.19.2.2.10. (Added) Document FCF pilot training IAW AFI 11-2F-16V1, *F-16--Aircrew Training*.

10.19.2.5. The FCF NCO will maintain a copy of FCF training documentation. Each pilot will notify the FCF NCO upon completion of initial training and certification. Pilots will inform the FCF NCO if an off-station FCF or an aircrew training device (ATD) FCF profile is flown. Provide date accomplished and aircraft tail number (if applicable) for currency update.

10.19.3.4.2.1. (Added) Pilot Scheduling. Normal selection hierarchy:

10.19.3.4.2.1.1. (Added) A pilot with 75 to 90 days since last FCF, the FCF OIC, the owning and then non-owning squadron pilot with 60 to 90 days since last FCF.

10.19.3.4.3.1.3.1. (Added) Local area procedures will be IAW AFI 11-2F-16, VOL 3/35 FW Supplement 1, *F-16 Pilot Operational Procedures*, Chapter 8 and the 35 FW Pilot Guide. Radio, air traffic control and test flight area procedures will be IAW the mission profile maintained by QA.

10.19.3.4.8. (Added) The FCF NCO will maintain the following:

10.19.3.4.8.1. (Added) An FCF Pilot Read File (PRF).

10.19.3.4.8.2. (Added) A list of authorized FCF pilots (Letter of X's)

10.19.3.4.8.3. (Added) Date of last Aircraft/ATD FCF flight for each FCF pilot.

10.19.3.4.8.4. (Added) Applicable publications.

10.19.3.5.1. The owning AMU PS&D Office will initiate and ensure coordination of an AF IMT 2407, **Weekly/Daily Flying Schedule Coordination**. Notify QA ASAP, but NLT 4 hours prior to takeoff.

10.19.3.5.3.3.1. (Added) FCFs will be flown entirely during day visual meteorological conditions (VMC) with a minimum ceiling of 6,000 feet and 5 miles visibility. 35 OG/CC may waive, if VMC exists below and above ceiling. Once the aircraft is operating in VMC, the pilot may penetrate the ceiling under RAP-CON control to "VFR on top" and continue.

10.19.4.1.1. (Added) All FCFs on transient aircraft must be coordinated through the home station 35 OG/CC & 35 MXG/CC.

10.19.4.2.1. (Added) Configuration: Normally clean with an AMD. A captive AIM-9 may be added for symmetry. 35 OG/CC may authorize exception when a specific configuration is desired to confirm fuel system repairs, or to relieve time constraints during transfer, deployment, exercise or contingency.

10.19.4.3.1. (Added) Fuel Load: Full internal at engine start. Pilot will confirm sufficient fuel if takeoff is delayed.

10.19.4.4.1. (Added) Debrief with QA. Complete the 6CL-1 checklist and report discrepancies on the "FCF" and AFTO IMT 781A.

10.19.4.5. (Added) Deviations to this supplement for deployed aircraft require 35 OG/CC approval.

10.19.4.5.1. (Added) Ferry Flight: 35 FW/CC may authorize a one-time ferry flight to home station by an FCF pilot for aircraft within the local flying area. 35 FW/CC may approve an en-route FCF IAW T.O.

1-1-300, paragraph 4.7. Weather requirements for combined FCF and ferry flight will be IAW this supplement.

11.3.13. (Added) Aircraft, Engines, Components and Support equipment will be impounded for:

11.3.13.1. (Added) Aircraft accident/incident with structural damage/fire.

11.3.13.2. (Added) Emergency power unit (EPU) un-commanded activation or failure to activate.

11.3.13.3. (Added) Un-commanded or multiple weapons release.

11.3.13.4. (Added) Un-commanded gun firing or rotation.

11.3.13.5. (Added) Unintentional departure from controlled flight.

11.3.13.6. (Added) Dual flight control system failure.

11.3.13.7. (Added) Contaminated fluids.

11.3.13.8. (Added) Uncorrectable fuel imbalance or internal trapped fuel.

11.4.2.2. (Added) Impoundment officials will:

11.4.2.2.1. (Added) Review this instruction and fill out the 35 FW IMT 116, **Impoundment Worksheet**, and the applicable Impoundment Official Checklist.

11.4.2.2.2. (Added) Before conducting a preliminary investigation, determine if Wing Safety will conduct a formal investigation (AFI 91-204, *Safety Investigations and Reports*).

11.4.2.2.3. (Added) Ensure all recoverable stored data is collected prior to the system's operation.

11.4.2.2.4. (Added) Review aircraft records and at least 90 days of IMDS history to identify possibilities of the same, related or contributing discrepancies.

11.4.2.2.5. (Added) Attend the aircrew debriefing, if possible.

11.4.2.2.6. (Added) Transfer of Impoundment from Aircraft to Equipment: When equipment such as engines, AME, and LRUs, are found to be the cause of a specific malfunction and impoundment officials feel an aircraft should be returned to service, the impoundment may be transferred from the aircraft to a particular asset which requires further investigation. This is accomplished by clearing the aircraft impoundment IAW para. 11.4.2.7. of this instruction. QA, along with the new impoundment official accepting responsibility for the asset, will initiate new impoundment paperwork for the suspect equipment.

11.4.2.2.7. (Added) For F-16 flight control impoundments, when warranted, ensure the digital flight control computer is removed and sent to the Avionics Intermediate Shop (AIS) for printed memory readout. The seat data recorder will be disconnected prior to electrical power being applied.

11.4.2.2.8. (Added) Notify the MOC of termination of the impoundment and corrective action.

11.4.2.3. (Added) The impoundment authority will, upon notification of a condition or situation that warrants impoundment, ensure the aircraft is isolated and power is not applied or maintenance action initiated, except by direction of the impoundment official. Ensure aircraft is cordoned off and consider the need to post a guard.

11.4.2.4. (Added) Debriefing Section will:

11.4.2.4.1. (Added) If the incident is reported to the Debriefing Section by the aircrew, immediately notify the Production Supervisor.

11.4.2.4.2. (Added) Assist QA and applicable work centers during debriefing of aircraft discrepancies.

11.4.2.4.3. (Added) Furnish 35 FW IMT 14, **Flight Control Debrief Worksheet**, to the pilot of any aircraft impounded for flight control problems. The pilot will complete the form during debriefing in addition to normal AFTO IMT 781A entries. The completed 35 FW IMT 14 will supplement the normal fault reporting manual used during debriefing and will be filed with the AFTO IMT 781A. A duplicate copy of the 35 FW IMT 14 will be forwarded to the QA.

11.4.2.5. (Added) Parts sent for bench check will have an AFTO Form 350, outlined in red, and marked, "SPECIAL PROCESSING REQUIRED," with the impoundment official's name, phone number, and the statement, "AIRCRAFT IMPOUNDED, NO REPAIR OR NRTS ACTION AUTHORIZED WITHOUT APPROVAL OF IMPOUNDMENT OFFICIAL." A document number will not be required on the AFTO 350 for items removed from impounded aircraft for bench check.

11.4.2.6. (Added) Impound Release:

11.4.2.6.1. (Added) When all corrective actions have been completed, the team chief or impoundment official will sign off the "CORRECTED BY" section of block 1 of the overprinted AFTO IMT 781A. The impoundment official will then review the corrective action and all documentation, and sign off the "INSPECTED BY" section of block 3 of the overprinted AFTO IMT 781A. When the releasing authority is satisfied with the corrective action, he/she will sign off the "INSPECTED BY" section of block 1 of the overprinted AFTO IMT 781A to release the aircraft from impoundment. A similar review process will be followed and documented on AFTO 244/245 in the case of impounded engines/equipment/components.

11.4.2.6.2. (Added) Return impoundment folder and completed paperwork to QA.

11.5.2.1. (Added) MOC will:

11.5.2.1.1. (Added) Notify QA when notified by maintenance supervisors or debriefing section of incidents or other conditions that may warrant impoundment action.

11.5.2.1.2. (Added) Notify the 35 MXG Commander/Deputy Commander.

11.5.2.1.3. (Added) Notify Wing Safety of all aircraft impoundments.

11.5.2.1.4. (Added) Annotate the appropriate squadron board with "Aircraft Impounded," reason for impoundment, and impoundment official's name and rank when advised that an aircraft has been impounded.

11.5.2.1.5. (Added) Inform the 35 FW Command Post (35 FW/CP) of the aircraft tail number, time of impoundment, and reason for impoundment.

11.5.2.1.6. (Added) Upon notification that an aircraft has been released from impoundment remove information from the squadron board and notify 35 FW/CP that the impoundment has been cleared, releasing authority clearance date/time, and the corrective actions taken.

11.5.2.2. (Added) Quality Assurance will:

11.5.2.2.1. (Added) If aircraft impoundment is required, insert AFTO IMT 781A (QA Overprint) as page 1 of the active forms. If equipment impoundment is required annotate AFTO Form 244/245 as required.

11.5.2.2.2. (Added) Furnish impoundment official with checklist and impoundment work sheet.

11.5.9.1.2. (Added) Off-Station Impoundment Instructions:

11.5.9.1.2.1. (Added) Normal deployments use the procedures outlined above and gain verbal authorization as required. All verbal authorizations will be documented in the AFTO IMT 781A corrective action block with name and rank of authorizing individual.

11.5.9.1.2.2. (Added) For off-station deployments/diverts, without home station support, at USAF bases with aircraft maintenance units assigned; coordination between home station and deployed site unit, at the 35 MXG level, will determine course of action (i.e. coordinate to have deployed site unit handle impound).

11.5.9.1.2.3. (Added) For deployments/diverts, without home station support, at locations without USAF aircraft maintenance units assigned; personnel will receive instructions and required documents from QA prior to dispatch. Proper aircraft forms documentation of impoundment will be accomplished with verbal authorizations documented IAW para **11.5.9.1.2.1. (Added)** above.

13.2.1.12.1. (Added) The Wing FOD Monitor or a QA representative will ensure TDY depot teams, factory representatives and contract field teams are briefed on local tool control procedures.

13.3.4.1. Tool sets incorporated into a CTK will have an inventory listed on the tool set case. The master MIL will include: noun, size, and quantity of each item (i.e. Allen wrench sets, pneumatic tool sets, drill bits with different tool sizes listed).

13.3.4.6.1. (Added) Contrasting colors will be used in the shadowed layout, label, or silhouette.

13.3.4.6.2. (Added) All CTKs dispatched for flight line use will have a F.O. Bag incorporated. F.O. bags will be emptied prior to CTK turn-in. NOTE: Do not place F.O. in CTKs.

13.3.4.11.1. (Added) Only those individuals certified for blade blending equipment are authorized to sign-out blade blending equipment. Flight Supervisors are responsible for compiling a list of authorized personnel and submitting this list to the appropriate support element.

13.3.4.11.2. (Added) Only those individuals trained to use borescope equipment are authorized to sign-out borescope equipment. Flight Supervisors are responsible for compiling a list of authorized personnel and submitting this list to the appropriate support element.

13.3.4.12.1. (Added) Unless stated otherwise all items which create a potential FOD hazard will be removed from CTK items or secured in a manner to reduce the FOD potential. Annotate these deviations on the MIL.

13.4.1. (Added) QA will publish WWID requirements.

13.5.2.1.1. (Added) Work site transfers of accountable items are approved by the flight/AMU production supervisor or above on a case-by-case basis. The two people involved in the transfer must comply with the inventory jointly. The person accepting responsibility will complete an AF IMT 1297, **Temporary Issue Receipt** for the item(s) transferred. If anything is missing, the exchange process will terminate until all items are accounted for. The supervisor must verify transfer of responsibility at the point of transfer. The person relinquishing responsibility will deliver the hand receipt to the tool room (point of issue). This ensures the tool room clears the person and responsibility was transferred.

13.5.2.2. All 35 MXG CTKs will be inspected quarterly. Individual work centers may establish more frequent inspection requirements to meet their needs. CTKs identified specifically for mobility will be inspected semi-annually.

13.5.2.3. (Added) Exercises or Real World Generations:

13.5.2.3.1. (Added) When line turnover is required and is approved by supervision, all tools/equipment will be assigned to an area. The area super will have a Tool Accountable System (TAS) generated hand receipt of all items kept in their area. If changes occur in a super's area, such as gaining a piece of equipment from another area, adjustments will be made to the TAS generated hand receipt by the support section. The gaining area will annotate the changes to their hand receipt to reflect the current type and quantities of equipment. New modified hand receipts will be distributed by support once all changes are made.

13.5.2.3.2. (Added) For tools/equipment passed from one individual to another i.e. CTKs, rags, torque wrenches etc, a joint inventory will be accomplished and documented on AF IMT 1297 with a signature, printed name and employee number of the gaining and losing individuals. The AF IMT 1297 will be turned into support through their area super for reconciliation in TAS.

13.5.2.3.3. (Added) The area super is responsible for the collection of tools and to ensure all tools have been inventoried and turned over. Once the area super has accounted for all tools/equipment, mobile support will be called to pick up the hand receipt(s). Mobile support will then deliver the TAS generated hand receipts to support for entry into TAS. Support will then print out updated hand receipts and deliver them to the areas prior to the end of shift.

13.5.2.3.4. (Added) Support personnel will check TAS after area shift changes to identify items not accounted for through shift change hand receipts. If an item has not been turned over in TAS, support will call the area super(s) to account for the item. When the item is located, a new hand receipt will be filled out by the user and given to support.

13.6.1. (Added) See para. **8.19.5. (Added)** of this supplement for guidance on local manufacture process

13.8.1.5.1. (Added) Search and Documentation Requirements:

13.8.1.5.1.1. (Added) Contact MOC for a control number, and inform respective Support Section, QA and FOD Monitor of control number.

13.8.1.5.1.2. (Added) PACAF IMT 140A, **Lost Tool-Chit Investigation Worksheet**, is required for each lost item. Send a copy of the completed form to QA within 5-duty days after the search is completed. Report found items to the MOC, QA and the FOD monitor. The MOC will notify other units/agencies as appropriate. QA, in coordination with the FOD monitor will document specifics regarding the object, and attempt to determine its origin. Group Commanders and/or designated representative(s) will be notified of findings.

13.8.1.5.1.3. (Added) In the remarks section of the PACAF IMT 140A, annotate the following information:

13.8.1.5.1.3.1. (Added) Investigation (include pertinent facts such as what time it was discovered lost, who searched, how long they searched, and what was used to search, i.e. flashlight, mirror, borescope). Cause (what caused the item to be lost). Corrective Action, if applicable (what was done to correct the problem).

13.9.2. (Added) Tool Removal, Replacement and Disposal:

13.9.2.1. (Added) Replacement tools must be secured at all times. When issuing spare and consumable tools a pen and ink change must be accomplished on the quarterly inventory to reflect a change in quantity upon tool being placed in service.

13.9.2.2. (Added) Damaged tools (those tools not able to perform intended function), must be immediately removed from the CTK. Unserviceable tool bins will be used to provide security and accountability of unserviceable tools. Tool bins will be located in tool rooms/support sections.

13.9.2.3. (Added) Turn-in unserviceable tools to Defense Reutilization and Marketing Office (DRMO), Supply, or to the contractor for warranted items.

13.10.4. (Added) Rag Control:

13.10.4.1. (Added) Rags with the edges sewn are the only authorized type to be used with equipment serviced on the flight line, aircraft on/off equipment maintenance and Jet Engine repair facility unless otherwise directed by technical data (i.e., cheesecloth). Rags will be issued in pre-packaged containers or through use of TAS. Quantities issued will be determined by work center requirements. When containers are utilized, mark containers with quantity and either CTK number or squadron, and shop or area that will be using them.

13.10.4.2. (Added) White rags/Aerospace wipes are authorized for use in the Corrosion Control Paint Facility; however, quantities issued must still be controlled per this instruction. Other rags used in the industrial area not directly associated with the aircraft, support equipment or flight line may be used.

13.11.1. (Added) Unserviceable warranted tools will be tagged or placed in a designated secure location until turned in or repaired. Only de-etch if required by the contractor. Turn in broken warranted tools to the contractor.

15.2.2.2.1. (Added) Flying Hour Accounting Procedures:

15.2.2.2.1.1. (Added) 35 OSS/OSCS will be the single point of contact for reporting the 35 FW annual flying hour program to HQ PACAF/DOTT. The source document for aircraft flying hours is the AFTO IMT 781.

15.2.2.2.2. (Added) AMU debrief personnel will:

15.2.2.2.2.1. (Added) Verify (after IMDS debrief) accuracy of utilization data on AFTO IMT 781 received from aircrew against IMDS screen 174 and initial block 33.

15.2.2.2.2.2. (Added) Retain AFTO IMT 781 source documents until the completion of the flying day.

15.2.2.2.2.3. (Added) Forward AFTO IMT 781 to the FS Aviation Resource Manager for input into the TASAMS.

15.2.2.2.2.4. (Added) Verify the accuracy of the previous day's sorties and hours using the Maintenance Scheduling Application Tool (MSAT) Flying Hour Module. Correct errors and coordinate changes made with 35 OSS/OSCS and MOS PS&D.

15.2.2.2.3. (Added) Aviation Resource Managers (ARM) will:

15.2.2.2.3.1. (Added) Verify daily that all information on AFTO IMT 781 received from debrief is correct. Correct existing discrepancies and extract pertinent data for input into the Air Force Aviation Resource Management System (AFARMS). The original AFTO IMT 781 series will be maintained IAW Air Force Records Disposition Schedule (<https://afrims.amc.af.mil/>). After receiving the AFTO IMT 781 from debrief for the current days flying activity, load the sorties and hours into TASAMS and the appropriate squadron flying summary spreadsheet.

15.2.2.2.3.2. (Added) Using MSAT, verify and validate the previous day's total hours and sorties flown as well as cumulative totals, using the AFTO IMT 781 as the source. It is imperative that the utilization data

on the AFTO IMT 781 matches IMDS. Coordinate with debrief personnel to correct discrepancies if necessary. Update TASAMS and the squadron flying summary spreadsheet as discrepancies are resolved.

15.2.2.2.3.3. (Added) Review MSAT for accuracy NLT the first duty day of the month for the previous month. Coordinate with debrief to correct discrepancies if necessary. Update TASAMS and the squadron flying summary spreadsheet as discrepancies are resolved. Notify 35 OSS/OSCS and MOS PS&D via e-mail, after MSAT has been reviewed and corrections have been made. Print a copy of the Monthly MSAT Product, sign, date, and forward to Debrief for their signature and date.

15.2.2.2.3.4. (Added) Once verified and signed the ARM will forward the signed monthly MSAT Product to 35 OSS/OSCS for filing.

15.2.2.2.4. (Added) MOS PS&D will:

15.2.2.2.4.1. (Added) Perform a daily review of MSAT for the previous days flying to ensure an accurate accounting of all sorties and hours. If errors or incomplete sorties are detected, contact 35 OSS/OSCS or the appropriate AMU debrief section for resolution.

15.2.2.2.4.2. (Added) Assist 35 OSS/OSCS in the daily / monthly reconciliation of sorties and flying hours.

15.2.2.2.5. (Added) 35 OSS/OSCS will:

15.2.2.2.5.1. (Added) Perform a daily review of MSAT to ensure an accurate accounting of all sorties and hours. Compare the data from the MSAT with that loaded into TASAMS and the squadron flying summary spreadsheets. If errors or incomplete sorties are detected contact the appropriate AMU debrief section or ARM for resolution.

15.2.2.2.5.2. (Added) By the fifth calendar day of each month, report previous month's utilization data to HQ PACAF/ DOTT via E-mail. This copy will be maintained on file for 1 year IAW Air Force Records Disposition Schedule (<https://afrims.amc.af.mil/>).

15.2.2.2.6. (Added) Deployed Flying Hour Accounting Procedures:

15.2.2.2.6.1. (Added) Debrief Personnel will:

15.2.2.2.6.1.2. (Added) Verify accuracy of utilization data on AFTO IMT 781 received from aircrew and initial block 33.

15.2.2.2.6.1.3. (Added) Run IMDS screen 174, verify against source document AFTO IMT 781, and make corrections as necessary.

15.2.2.2.6.1.4. (Added) Forward the signed 174 along with AFTO IMT 781 source documents to ARM at the end of each flying day.

15.2.2.2.6.2. (Added) Aviation Resource Managers will:

15.2.2.2.6.2.1. (Added) Update "time editor" and validate against the AFTO IMT 781 source document.

15.2.2.2.6.2.2. (Added) Ensure the "time editor" and signed 174 agree; coordinate with debrief to correct errors in IMDS.

15.2.2.2.6.2.3. (Added) Forward the "time editor" to current ARM (daily) at home unit via e-mail/fax, after validation.

15.2.2.2.6.2.4. (Added) Current ARM will update TASAMS and notify 35 OSS/OSCS.

15.2.2.2.6.2.5. (Added) Squadron pilots will FAX completed AFTO IMT 781 to flying squadron ARM upon delivery of an aircraft to a depot facility or during off station/cross-country sorties. If a FAX is not available, call the information in as soon as possible. This procedure is necessary to ensure 35 OG and Wing commanders have flying hour data that is up-to-date and current. DSN FAX number is 315-226-2868. Commercial FAX number is 011-81-3117-662868.

15.2.2.6.1. (Added) Local – 21 Equipment Accountability Procedures.

15.2.2.6.1.1. (Added) MOS PS&D will maintain a copy of all appointment letters for – 21 Equipment Custodians.

15.2.2.6.2. (Added) Each AMU will:

15.2.2.6.2.1. (Added) Ensure a current appointment letter for the – 21 Equipment Custodian is provided to MOS PS&D. –21 Equipment Custodians will be appointed by AMU Supervision.

15.2.2.6.2.2. (Added) AMU –21 Equipment Custodian will maintain a current copy of the AF IMT 2692, **Aircraft/Missile Equipment Transfer/Shipping Listing**.

15.2.3.1.1. (Added) IMDS products or MSAT printouts will be manually updated in red upon clearance of suspense record. Maintain all existing products until updated products are received or MSAT database has been updated by administrator.

15.2.3.1.2. (Added) Perform 100% review of the new IMDS products or updated MSAT printout to ensure all indicated updates are in the new products or printouts prior to disposal of the old. Make all necessary corrections.

15.2.3.2.1. (Added) Automated History Documentation Procedures.

15.2.3.2.1.1. (Added) When loading new part numbers requiring automated history, ensure a “Y” is placed in the AHE block.

15.2.3.2.1.2. (Added) When installing / removing an item requiring automated history, ensure the AHE indicator is annotated with one of the following options:

15.2.3.2.1.3. (Added) A “1” indicates automated history is updated on the installed/removed part.

15.2.3.2.1.4. (Added) A “2” indicates automated history is updated on the installed/removed part and the next higher assembly

15.2.3.2.1.5. (Added) A “3” indicates automated history is updated on the next higher assembly only (except engines)

15.2.3.2.1.6. (Added) An “N” indicates automated history is not updated.

15.2.3.3.1. (Added) Standardized aircraft jacket file procedures:

15.2.3.3.1.1. (Added) Refer to checklists ([Attachment 1 A/B](#)) for Table of Contents and quarterly jacket file inspection requirements.

15.2.3.3.1.2. (Added) A missing forms letter will be sent to the appropriate section chief for forms missing after two weeks (Exception: CANN Aircraft: A missing forms letter will be sent one week after CANN rebuild).

15.2.3.4. See AFI 21-101, MSAB Supplement 1, paragraph [7.2.3.6. \(Added\)](#) for local and deployed Aircraft Document Review procedures.

- 15.2.3.4.4. (Added) See [Attachment 1](#) for the ADR Checklist.
- 15.2.3.5.1. (Added) Inspection pre-dock and post-dock meeting procedures:
- 15.2.3.5.1.1. (Added) General Procedures:
- 15.2.3.5.1.2. (Added) Pre-dock/Post-dock meetings will be published in the weekly maintenance plan by the MOS PS&D and AMU PS&D sections.
- 15.2.3.5.1.3. (Added) All pre-dock meetings will be scheduled for accomplishment at-least 1 duty day prior to aircraft input date.
- 15.2.3.5.1.4. (Added) The pre-dock meeting will be chaired and conducted by the appropriate AMU PS&D.
- 15.2.3.5.1.5. (Added) Pre-dock Meetings:
- 15.2.3.5.1.6. (Added) The AMU PS&D sections will initiate an AF IMT 2410, **Inspection/TCTO planning checklist**.
- 15.2.3.5.1.7. (Added) The AF IMT 2410 will be initiated in sufficient time prior to the scheduled inspection date to ensure all maintenance requirements are included.
- 15.2.3.5.1.8. (Added) A document review will be accomplished prior to the pre-dock meeting to ensure the current status of the aircraft is known.
- 15.2.3.5.1.9. (Added) The AMU PS&D will coordinate with 35 MOS EM and inspection section Dock Chief documenting all engine related requirements, TCTOs, time changes, special inspections etc. on the AF IMT 2410 prior to the meeting.
- 15.2.3.5.1.10. (Added) AMU Support section will ensure availability of parts for aircraft requirements.
- 15.2.3.5.1.11. (Added) The DCC or ADCC will ensure aircraft IMTs/forms are available for pre-dock meeting.
- 15.2.3.5.1.12. (Added) Document all discussion items and all maintenance scheduled on the AF IMT 2410. Ensure all required or additional maintenance actions have been identified and agreed upon prior to inspection start, to include delayed discrepancies, time change items, time compliance technical orders, and special inspections not covered by phase work-cards is captured on the AF IMT 2410.
- 15.2.3.5.1.13. (Added) Representatives will sign AF IMT 2410 and the duplicate will be given to the inspection section Dock Chief.
- 15.2.3.5.1.14. (Added) AMU PS&D will retain the original AF IMT 2410 in suspense to be used as an aid when conducting the post-dock meeting.
- 15.2.3.5.1.15. (Added) AMU PS&D will provide the inspection section Dock Chief with a IMDS screen 990 and highlight all missing and out of configuration items for verification during the inspection. All verified and corrected items will be annotated on the 35 FW F-16 Generic Configuration Status and Accounting System (GCSAS) checklist.
- 15.2.3.5.1.16. (Added) Pre-dock representatives will include as a minimum the following personnel: AMU PS&D (chairperson), inspection section Dock Chief, DCC/ADCC, 35 MXS Production Superintendent and AMU Production Superintendent.
- 15.2.3.5.1.17. (Added) Post-dock Meeting Responsibilities:

15.2.3.5.1.17.1. (Added) The post-dock meeting will be co-chaired and conducted by the appropriate AMU PS&D and the Inspection Section Dock Chief. The following will attend as a minimum: AMU and MXS Production Superintendents, DCC/ADCC.

15.2.3.5.1.18. (Added) Upon completion of the inspection, the Dock Chief will:

15.2.3.5.1.18.1. (Added) Assemble the inspection package.

15.2.3.5.1.18.2. (Added) Ensure IMDS reflects the reason for delay discrepancies.

15.2.3.5.1.18.3. (Added) Ensure the owning work center loads and corrects all missing and out of configuration items documented on the 35 FW F-16 GCSAS checklist prior to post-dock. Will provide an IMDS 990 screen printout to AMU PS&D reflecting all items are verified and loaded.

15.2.3.5.1.18.4. (Added) Ensure original 35 FW F-16 GCSAS checklist is turned in to AMU PS&D for filing in the aircraft jacket file.

15.2.3.5.1.18.5. (Added) Check the completion of all inspection requirements.

15.2.3.5.1.18.6. (Added) Transfer all un-cleared discrepancies to the AFTO IMT 781 series.

15.2.3.5.1.18.7. (Added) Change the delivery destination for all parts ordered but not received during the inspection.

15.2.3.5.1.18.8. (Added) Compile basic inspection package to include AF 2410 and IMDS products showing the completion of the look-phase of the inspection.

15.2.3.5.1.18.9. (Added) Ensure all maintenance actions are completed and cleared in IMDS with the exception of those awaiting parts.

15.2.3.5.1.19. (Added) AMU PS&D will:

15.2.3.5.1.19.1. (Added) Assist inspection Dock Chief with all configuration management issues that arise during aircraft inspection.

15.2.3.5.1.19.2. (Added) Ensure all items not complied with are rescheduled or deferred.

15.2.3.5.1.19.3. (Added) Ensure all completed items are properly cleared in IMDS.

15.2.3.5.1.19.4. (Added) File completed inspection package in the appropriate aircraft jacket file until next inspection and then clear the IMDS suspense to update the phase.

15.2.3.5.1.19.5. (Added) Provide a copy of the 35 FW F-16 GCSAS checklist to MOS PS&D for completed aircraft. The completed checklist will be kept on file in MOS PS&D until aircraft next phase inspection.

15.2.3.5.1.19.6. (Added) Ensure a document review is accomplished prior to first flight out of inspection.

15.2.3.7.1. (Added) See paragraph 15.14.1. for Aircraft Configuration Management procedures.

15.2.3.7.2. (Added) Time Change Procedures

15.2.3.7.2.1. (Added) MOF PS&D will:

15.2.3.7.2.1.1. (Added) Accomplish a 100% Inspection and Time Change database review prior to initial home station flight.

15.2.3.7.2.1.2. (Added) Forward automated CAD/PAD forecast to AMU P&S, Egress and Wing Life Support by 30 June for their review.

15.2.3.7.2.1.3. (Added) Forward reviewed forecast to AFK Munitions Accountability by 20 July.

15.2.3.7.2.2. (Added) AMU P&S will:

15.2.3.7.2.2.1. (Added) Submit quarterly forecasts (non CAD/PAD items) to MOF PS&D by the 15th of March, June, September and December.

15.2.3.7.2.2.2. (Added) Review and forward the automated annual CAD/PAD forecast to MOF PS&D by 15 July.

15.2.3.7.2.2.3. (Added) Order non-CAD/PAD items through the AMU supply section. Initiate three copies of AF IMT 2005. The AF IMT 2005 will include the aircraft tail number, JCN, the need date, and quantity required. Keep one copy and forward the other two to the supply section. File the AF IMT 2005 with the document number until the asset is issued and the time change is complied with.

15.2.3.7.2.2.4. (Added) For CAD/PAD items, initiate an AF IMT 2005 in four copies and give three copies to Munitions Support (AFK). The fourth copy will be filed in the AMU P&S until the asset is issued and the time change is complied with.

15.2.3.7.2.2.5. (Added) Verify expired TCI has been deleted from the IMDS database.

15.2.3.7.2.2.6. (Added) Review IMDS screen 122, Maintenance Snapshot, for completed Egress TCIs. Review egress actions to verify proper PSN and correct time change due date. Errors will be immediately identified to egress for correction.

15.2.3.7.2.3. (Added) Egress section will:

15.2.3.7.2.3.1. (Added) Perform a 100% CAD/PAD inventory and verification of egress items to ensure IMDS approved configuration items match the actual configuration on all newly assigned aircraft (and as applicable to depot returns) during the acceptance inspection and the 36-month seat, canopy and drogue chute inspection.

15.2.3.7.2.3.2. (Added) As a minimum, verify the accuracy of the part number, serial number, work unit code, quantity, due date, DOM, DOI and lot number.

15.2.3.7.2.3.3. (Added) Correct all egress configuration errors identified by AMU P&S.

15.2.3.7.2.3.4. (Added) Load all egress items in IMDS as replacement occurs. Process IMDS screen 128 with proper AHE indicator. Load new TCIs to the appropriate JST and delete expired TCIs from IMDS.

15.2.3.7.2.3.5. (Added) Provide an IMDS screen 122, snapshot, to the applicable AMU P&S at the end of the week for each completed time change JCN.

15.2.3.7.2.3.6. (Added) Perform quarterly reviews of the egress PRAs using the MSAT database and make the necessary corrections.

15.2.3.7.2.4. (Added) Life Support Section will:

15.2.3.7.2.4.1. (Added) Perform a 100% inventory and validation of all life support items to ensure IMDS approved configuration items match the actual configuration on all newly assigned aircraft (and as applicable to depot returns) during the acceptance inspection and the 12-month survival kit inspection.

15.2.3.7.2.4.2. (Added) As a minimum, verify the accuracy of the part number, serial number, work unit code, quantity, due date, DOM, DOI and lot number.

15.2.3.7.2.4.3. (Added) Load new life support equipment items in IMDS.

15.2.3.7.2.4.4. (Added) Complete IMDS JCN creating a suspense notification for AMU P&S to validate.

15.2.3.7.2.4.5. (Added) Assist AMU P&S in correcting all life support configuration errors.

15.2.3.7.2.4.6. (Added) Provide ALSMS printout to Survival Equipment (SE) section with each personnel parachute delivered for maintenance.

15.2.3.7.2.4.7. (Added) Ensure manually updated ALSMS printout is correct against IMDS screen 701 printout prior to accepting completed chute from SE.

15.2.3.7.2.4.8. (Added) Provide AMU P&S the verified IMDS screen 701 printout for AMU P&S final database review.

15.2.3.7.2.5. (Added) Survival Equipment Section will:

15.2.3.7.2.5.1. (Added) Perform a 100% inventory and validation of all SE items to ensure IMDS approved configuration items match the actual configuration on all newly assigned aircraft (and as applicable to depot returns) during the acceptance inspection, 12-month repack and 36-month drogue chute inspection.

15.2.3.7.2.5.2. (Added) As a minimum, verify the accuracy of the part number, serial number, work unit code, quantity, due date, DOM, DOI and lot number.

15.2.3.7.2.5.3. (Added) Load new SE items in IMDS. Load new TCIs to the appropriate JST and delete expired TCIs from IMDS.

15.2.3.7.2.5.4. (Added) Complete IMDS JCN, creating a suspense notification for AMU P&S to validate.

15.2.3.7.2.5.5. (Added) Run IMDS screen 701 following all 12-month personnel chute repacks to ensure IMDS is updated prior to releasing personnel chute to FS Life Support.

15.2.3.7.2.5.6. (Added) Ensure printed IMDS screen 701 reflecting all inspection and time change data accompanies the chute to the "spare line" with the manually corrected ALSMS printout.

15.2.3.7.2.5.7. (Added) Assist AMU P&S in correcting all SE configuration errors.

15.2.3.7.2.5.8. (Added) Coordinate with AMU P&S prior to quarterly CAD/PAD forecast submission to ensure time changes coming due between repacks is forecasted for replacement to the maximum extent possible.

15.2.3.7.2.6. (Added) Armament Flight will:

15.2.3.7.2.6.1. (Added) Manage, monitor and maintain all armament TCI and SI data, and monitor and maintain TCTO data.

15.2.3.7.2.6.2. (Added) Load, correct and review AME IMDS data.

15.2.3.7.2.6.3. (Added) Process IMDS screen 128 for armament in-shop JCNs.

15.2.3.7.2.7. (Added) Engine Management Branch (EMB) will:

15.2.3.7.2.7.1. (Added) Manage, track and schedule all engine TCIs, TCTOs and inspections (EMB will only manage inspections on uninstalled engines) in IMDS.

15.2.3.7.2.7.2. (Added) Provide AMU P&S and MOF PS&D a copy of the 6 month forecast for inclusion in the weekly and/or monthly maintenance plan.

15.2.3.7.3. (Added) TCTO Procedures. When hazardous materials are required to complete TCTO actions the applicable work centers will fill out an AF IMT 3952, **Chemical Hazardous Material Request/Authorization** and send to the HAZMART. Hazardous Materials will not be ordered using the GPC without HAZMART approval.

15.2.3.9. Records will be frozen for any mishap or incident when directed by Wing Safety or Impoundment Official. Procedures for freezing of aircraft records for mishap/impoundment:

15.2.3.9.1. (Added) MOF PS&D, upon request of competent authority will:

15.2.3.9.2. (Added) Notify the 35 MOF Analysis section to image the aircraft automated records and produce a TRE on designated aircraft.

15.2.3.9.3. (Added) Notify AMU PS&D sections to collect all records and pulled forms pertaining to the aircraft and secure the records until further instructed.

15.2.3.9.4. (Added) Ensure the following work-centers are notified of mishap/accident: QA, MOC, Wing Safety, MOF Analysis, AMU Scheduling Section owning aircraft, and AMU Debrief Section of aircraft.

15.2.3.9.5. (Added) 35 MOF Analysis Section will:

15.2.3.9.6. (Added) Image aircraft and print a TRE and forward it to appropriate AMU PS&D.

15.2.3.9.7. (Added) Lock out automated inputs to the aircraft or equipment until further notice.

15.2.3.9.8. (Added) AMU PS&D Section Owning aircraft will:

15.2.3.9.8.1. (Added) Collect/compile all records and pulled forms for aircraft

15.2.3.9.8.2. (Added) Secure complete jacket file and records until notified.

15.2.3.9.8.3. (Added) Ensure person picking up aircraft records signs hand receipt.

15.2.3.9.8.4. (Added) Maintain hand receipt until all records have been returned.

15.2.4.2.1. (Added) Responsible Owning Work Centers (i.e. Armament, AGE, EMB, AIS, etc) will:

15.2.4.2.1.1. (Added) Perform a semiannual review of the JML and all JSTs within their control for accuracy and currency when provided by MOF PS&D.

15.2.4.2.1.2. (Added) Reconcile TCI and SI JSTs with the aircraft -6 and/or applicable commodity series TOs.

15.2.4.2.1.3. (Added) Document the semi-annual review on AF IMT 2411 or local generated product.

15.2.4.3.1. (Added) MOS PS&D will send a list of overdue inspections/TCIs by COB on the first duty day of the week.

15.2.4.3.2. (Added) AMU P&S will:

15.2.4.3.2.1. (Added) Provide responses to MOS PS&D for all overdue items by COB Wednesday. Responses must include the projected scheduled date of any uncompleted overdue item.

15.2.4.3.2.2. (Added) Ensure aircraft are deleted from non-recurring inspection job standards once the inspections are complete. Make an annotation in the aircraft automated history. For example, "ASIP inspection B51023AB completed this date at 3200.0 aircraft hours. Misawa AB, Japan 96319."

15.2.4.3.2.3. (Added) Maintain a copy of engineering dispositions, requiring recurring inspections, in the aircraft jacket file and provide a copy to MOS PS&D.

15.11.2.1. (Added) The requesting organization will submit all maintenance assistance requests to QA. Requests will be in the format outlined in TO 00-25-107, paragraph 7, Maintenance Assistance, and must be coordinated by AMU or 35 MXS supervision. All submissions must include all information required by TO 00-25-107.

15.11.2.2. (Added) QA will evaluate all requests for accuracy. Requests will then be forwarded through the QA officer in charge or noncommissioned officer in charge (OIC/NCOIC) to 35 MXG/CC for approval.

15.11.2.3. (Added) Upon group commander approval, QA will forward the request to HQ PACAF/LGMFB with a courtesy copy to MOS PS&D and MOC to change the status of the aircraft.

15.11.2.4. (Added) QA will monitor the status of the request and forward any responses from depot to the requesting organization and MOF PS&D.

15.12.2.1.1.1. (Added) Upon receipt of applicable TCTOs, date-time stamp and distribute sufficient copies to appropriate TCTO Monitor (MOS PS&D, MOS EME & Munitions)

15.12.2.1.2.1. (Added) At least once per month, review a current IMDS TCTO status/summary report (TSS) using a IMDS run or the Maintenance Scheduling Application Tool (MSAT).

15.12.2.1.3.1. (Added) Advise MOS PS&D of receipt of Computer Program Identification Number (CPIN) to be used in conjunction with a TCTO.

15.12.2.1.3.2. (Added) Assign a local data code to local OTIs.

15.12.2.1.3.3. (Added) Initiate supplements/extensions for local OTIs as required.

15.12.2.1.3.4. (Added) Maintain a logbook of all local OTIs by data code.

15.12.2.2.2.1. (Added) Notify all affected work-centers of date, time, and location of TCTO, OTI or MOD planning meetings.

15.12.2.2.5.1. (Added) Coordinate with the flight service center on all TCTOs requiring kits, parts, or tools.

15.12.2.3.6.1. (Added) Ensure AFTO IMT 95 entries are completed (automated and/or manual entries) for all Contractor/Depot modifications completed (This is applicable to all modifications accomplished).

15.12.2.3.6.2. (Added) Update status codes in IMDS for TCTOs accomplished on all equipment and test equipment during depot level maintenance using AFTO IMT 95 as source document.

15.12.2.3.6.3. (Added) Change TCTO status codes in IMDS as required following initial load by MOF PS&D.

15.12.2.3.6.4. (Added) Ensure performing work-centers pick up Kits and Parts in a timely manner.

15.12.2.4.2.1. (Added) Ensure if Computer Program Identification Number (CPIN) is required for accomplishment of TCTO and is not readily available, order CPIN through 35 MXG TODO.

15.12.2.4.2.2. (Added) Ensure kits and parts are picked up in a timely manner. When kits and parts are picked up ensure appropriate PS&D section is notified of receipt.

15.12.2.4.3.1. (Added) Notify QA section prior to the start of the first TCTO in their respective section for proofing.

15.14.1.1. (Added) The owning work center responsible for removing and replacing a TCI, serially controlled, or configuration managed item on the aircraft will update IMDS for all scheduled or unscheduled maintenance actions.

15.14.1.2. (Added) IMDS screen 42 P/N over ride will NEVER be used without prior MOF PS&D coordination.

15.14.1.3. (Added) AMU P&S will ensure IMDS approved configuration matches the aircraft actual configuration during document reviews, pre-dock and post-dock meetings, and CANN rebuilds. For out of configuration life sustaining TCIs, the aircraft will not be released for flight until the responsible work center updates IMDS. Non-life sustaining TCI records will be corrected as soon as possible.

15.14.1.4. (Added) Maintenance Personnel will:

15.14.1.4.1. (Added) Notify AMU P&S of any tracked item installed or received with an Air Force part number not listed in the IMDS approved configuration table. Provide part number, figure and index, nomenclature, work unit code, work center, name and phone number of point of contact.

15.14.1.4.2. (Added) Assist MOF PS&D & AMU P&S as needed to correct REMIS error notices.

15.14.1.5. (Added) AMU P&S will coordinate possible new P/Ns through MOF PS&D. As a minimum provide MOF PS&D part number, figure and index, nomenclature, work unit code, work center, name and phone number of point of contact.

15.14.2.1. (Added) Review IMDS screen 690 for REMIS error notices and process corrections as needed.

15.14.4. All work centers will use the 35 FW F-16 GCSAS checklist to document all part/serial number verification before they are verified in IMDS.

15.15.1.1. See Misawa AB Local Checklist for F-16 Acceptance and Transfer Inspection requirements.

15.15.2.4.2.1. (Added) Request OAP historical data on all installed engines scheduled for transfer. Histories will be requested no earlier than three duty days prior to scheduled aircraft departure date.

16.1.10.1. (Added) 2W1X1 Recognition Program

16.1.10.1.1. (Added) Maintain hand receipt until all records have been returned. Weapons Flight Section Chiefs will determine their own selection criteria for Load Crew of the Quarter submissions. Replacement of more than one crewmember of the formed crew will make that crew ineligible. All substitutes will be approved by the Wing Weapons Manager (WWM). Selected weapons load crews must not have been decertified for safety, reliability or lack of technical proficiency during the quarter.

16.1.10.1.2. (Added) Interval of Competition: Weapons Load Crew of the Quarter/Year competition dates will be published in the weekly load-training schedule. Competition will be held in Jan (1st Qtr), Apr (2nd Qtr), Jul (3rd Qtr) and Oct (4th Qtr). Load crew of the year will be held to leave enough time to meet HQ PACAF submission requirements. If a deployment conflicts with the scheduled month, selected quarterly/yearly nominees will be evaluated at the earliest possible date after return. Munitions configurations will be announced as determined by the WWM.

16.1.10.1.3. (Added) Competition Guidelines: The evaluation team will normally consist of at least one member of the LSC and two members of the SLC. Substitutions will be approved by the WWM. Load crews will report 1.5 hours before scheduled load time. A written test will be administered followed by a CTK and appearance inspection. Load crews will use their own assigned CTK. Crews will not be decertified based on the results of the static load.

16.1.10.1.4. (Added) Evaluation Criteria: Each Weapons crew will be credited with 2000 points prior to the competition. Loads will be evaluated under the same criteria as “everyday” evaluations as much as possible. i.e. a normal failing discrepancy during any type evaluation (flight line/load barn) will be assessed the same amount of points (-200) during loading competitions. Artificial discrepancies (example, CTK or dress/appearance) documented due to competition rules will normally be assessed as minor points unless documented as a major discrepancy during normal day-to-day operations.

16.1.10.1.5. (Added) Point Deductions/Additions: Written test -5 points; AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* discrepancy -10 points; time limit -5 points each minute over; Technical Order procedure, Air Force Instruction and WS operational instruction -50 points; safety/reliability (Warning/Caution) -200 points; CTK -10 points; undetected FO in CTK or on load pad -50; system knowledge -25 (i.e. invalid rejection). Points will be deducted for each violation. One bonus point will be awarded for every 10 seconds the load is completed under the established load time. These points will not be awarded if any safety or reliability is observed or a total of 4 or more TO discrepancies are assessed against any one individual.

16.1.10.1.6. (Added) Competition Technical Aspects: Prior to the static load, the competing team will inspect the aircraft, AGE, support equipment, munitions, and tools to determine their serviceability, and give only valid rejections, along with corrective actions, in writing to the senior evaluator. The munitions trailers will be positioned for loading, and all items (munitions, kits, extenders, etc.) will be secured in the towing configuration prior to and at the completion of the load. Caskets and trailers will be returned to original starting position prior to the end of the load, and all applicable items will be secured within. All tools/equipment assigned to the CTK will be stored within, except checklists, checklist pouch and cart can. Prior to the end of the load, a proper CTK inventory must be performed. Additional items required for the load will be placed next to or on the load box prior to the beginning and prior to the end of the load.

16.1.10.1.7. (Added) With the exception of an emergency, the load crew chief will be the only person allowed to communicate with the evaluators during the load. Crewmembers must demonstrate proper procedures for identifying valid rejections to determine if munitions and aircraft are safe and serviceable. Any coaching from the spectators will be subject to points deducted. There will be no arbitration of this item if points are deducted. All applicable TOs and instructions will be used as evaluation criteria for the static load and support equipment. No points will be deducted for task assignment list (TAL) deviations unless noted as different than standardized loading procedures as determined by the LSC. If it is determined that a procedure is outside of standardized loading procedures, points deducted will be determined by the WS Superintendent.

16.1.10.1.8. (Added) The WS Superintendent or representative will perform the CTK and appearance inspection before the load start time. The load will be selected by the LSC and approved through the WWM or representative, using wing standard fuse settings, through completion of the Post load portion of the checklists.

16.1.10.1.9. (Added) Whenever possible, load competitions will be head-to-head. Only the competing load crew, evaluators, and photographer will be permitted on the load pad. Spectators will be positioned outside the loading area. Spectators are permitted on the load pad once the evaluators have finished their inspection.

16.1.10.1.10. (Added) When necessary the senior evaluator has the option to continue, terminate, or reschedule the event to avoid a compromise of safety or in the interest of the health/well-being of a competing crewmember.

16.1.10.1.11. (Added) The load crew chief will accompany the senior evaluator during post load inspection of the aircraft, munitions, and load site.

16.1.10.1.12. (Added) The load crew chief will call his team to attention to begin and stop the load. The aircraft will be returned to its original condition after the download.

16.1.10.1.13. (Added) Selection of 35 FW Weapons Load Crew of the Year/Quarter: The weapons load crew with the highest overall score will be selected as the 35 FW Load Crew of the Quarter. In the event of a tie, the first tiebreaker will be the crew with the least number of safety or reliability errors, and if necessary, the second tiebreaker will be the fastest load time. Selection of nominees for Load Crew of the Year will be taken from quarterly winners unless otherwise approved by WWM and 35 MXG/CC. Load crew integrity will be followed to the maximum extent possible; however, each AMU will be represented in the final crews for Load Crew of the Year. If more than one crew is nominated, a load-off will be conducted between the AMU crews to determine the finalist. The same criteria for the quarter load evaluation will be used for the annual competition.

16.1.10.1.14. (Added) Selection of 35 FW Weapons Maintenance Technician of the Quarter: The respective Section Chief will determine selection criteria for submissions.

16.1.10.1.15. (Added) Interval of competition: Nominations will be forwarded by each Section Chief to the WWM for review and selection, as requested by the WWM. Nomination letters will be formatted on an AF IMT 1206, **Nomination for Award** not to exceed 10 lines in length covering specific duty related accomplishments.

16.1.10.1.16. (Added) Competition Specifics: The WWM or representative will determine the winner of the award. Each nominee will be evaluated on consistency in performing quality weapons maintenance as identified in the nomination letter and specific maintenance contributions made by the individual during the competition quarter as identified in the nomination letter.

16.1.10.1.17. (Added) Selection of the 35 FW Armament Technician of the Quarter/Year will be based on the nominee, which has the highest collective attributes. Nominees for selection of the Armament Technician of the Year Award will be from the Quarterly Armament Technician winners still assigned to Misawa.

16.1.10.1.18. (Added) Weapons Awards: All the winners will receive a distinctive plaque and a three day pass.

16.1.14.1. (Added) Only deploying crews that will load SM/LMs will be certified on those munitions. Weapons Sections will notify LSC with a listing of deploying load crews as soon as possible. LSC will ensure crews are either certified in the month prior to deployment, or SLC crews that deploy in conjunction with the AMU will certify crews as required. Once crews return to home station, certification will be allowed to lapse as requested. If live SMs are to be loaded at home station, WS will train crews as requested by the Weapons Sections.

16.2.2.4.1.1. (Added) Periodic Inspection, Maintenance and Refurbishment of Weapons Standardization Munitions and Munitions Material Handling Equipment

16.2.2.4.1.1.1. (Added) WS will inspect all major items assembled and issued to WS prior to use. If any discrepancies affect safety, reliability, or detract from load crew training, they will not be used and WS will notify 35 MXS Munitions Control of the discrepancies. To coordinate the scheduled refurbishment, WS will notify Munitions Control the month prior to items becoming due to allow time to order consumables. Schedule will be established between WS and Munitions Flight.

16.2.2.4.1.1.2. (Added) The 35 MXS Munitions Control element will act as the focal point for scheduling maintenance/refurbishment actions on WS training munitions and MMHE. Munitions Control will ensure MMHE inspection data is entered in the Combat Ammunition System-Base and MC2000 computer systems. Munitions Control will notify WS to coordinate the inspection of MMHE owned by WS. Munitions Control will notify the applicable element to dispatch a technician when contacted by WS of a condition that affects the safety, reliability, or detracts from the ability to perform load crew training. NOTE: Some specific item Technical Orders allow for discrepancies on assets. If these allowances conflict with the realism, WS needs to contact Munitions flight supervision to negotiate.) If training item discrepancies are accessed as major discrepancies or are safety/reliability discrepancies as documented within the TO 1F-16C-33-1-2 or the applicable munitions commodity TO, they will not be used and applicable replacement parts will be placed on order by the applicable 35 MXS Munitions element. The ultimate goal is WS load training munitions without discrepancies that detract from weapons load training.

16.2.2.4.1.1.3. (Added) The 35 MXS Conventional Maintenance and Precision Guided Munitions Element will dispatch a technician to WS to inspect conventional munitions during the first week of each month or when contacted by Munitions Control. The training munitions will be inspected for discrepancies that affect the form, fit, or function. Minor cosmetic touch-up of paint may be done at this time. The dispatched technician(s) will ensure corrective actions are taken or awaiting maintenance/awaiting parts (AWM/AWP) work orders are established. Conventional Maintenance will order consumables in a timely manner to ensure they are available when training munitions are scheduled for refurbishment. Due to aircraft static display requirements and the frequency of load training, munitions will be painted during their scheduled refurbishment.

16.2.2.4.1.1.4. (Added) The 35 MXS Munitions Inspection element will perform required periodic inspections IAW with T.O. 11A-1-10, *Munitions Serviceability Procedures*, for serviceability and suitability of munitions issued to WS. The Inspection element will coordinate these inspections with the custody account custodian.

18.2. Special Certification Roster (SCR).

18.2.4. Changes may be made on the hard copy SCR during reviews. Changes occurring outside the normal review cycle and not requiring a waiver will be annotated on AF 2426. All waivers will be annotated on ACC Form 64.

18.5. Cannibalization Program.

18.5.4.2. (Added) The Propulsion Flight Chief is responsible for overall management of the engine cannibalization program, ensuring procedures outlined by this instruction and other directives are adhered to.

18.5.4.2.1. (Added) For home station engine-to-aircraft cannibalizations, the AMU production superintendent will coordinate with the 35 MXS production superintendent. The MXS production superintendent will coordinate with 35 MXS Propulsion Flight Chief/JEIM Section Chief and/or the 35 MOS Engine Management Section (EM).

18.5.4.2.2. (Added) AMU personnel will order required part/component and provide required information to JEIM before CANN action can be approved.

18.5.4.2.3. (Added) JEIM will coordinate with MOS EM to ensure part/component meets all time change requirements as outlined in T.O. 00-20-2.

18.5.4.2.4. (Added) AMU SE will create cannibalization job in IMDS, transfer supply document number to propulsion flight, change delivery destination to propulsion flight, mark for to donor engine serial number, UJC to 1M, and Standard Reporting Designator (SRD) to XBD (F110 engine).

18.5.4.2.5. (Added) AMU personnel will be responsible for turning in unserviceable part/component into supply.

18.5.4.3. (Added) Cannibalization procedures for serially tracked engine parts/components from installed or uninstalled (reparable) engines while deployed.

18.5.4.3.1. (Added) The designated AMU engine tracking monitor will receive a deployed engine management briefing and folder from EM prior to deployment.

18.5.4.3.2. (Added) AMU Production Superintendent, will coordinate with deployed AMU engine tracking monitor prior to all cannibalizations on deployed spare engines. If the deployed engine tracking monitor can't be contacted, the AMU Production Superintendent will coordinate CANN action with home station 35 MXS Production Superintendent.

18.5.4.3.3. (Added) AMU Engine Tracking Monitor will notify MOS EM of any cannibalization action by FAX, phone or other means within 24 hours of the cannibalization action.

18.5.4.4. (Added) Propulsion Flight Cannibalization Procedures for Serially Tracked Engine Parts/Components/Modules between Uninstalled Engines: NOTE: Swapping modules between uninstalled engines to align modules' time remaining is not considered a cannibalization action.

18.5.5. (Added) Document reviews will be performed every 7 days for CANN aircraft.

18.5.10.3. (Added) 35 AMXS and 35 MXS MOO/MSs will approve all CANN actions on Phase aircraft.

18.5.13. (Added) The AMU Supply Section will:

18.5.13.1. (Added) Maintain and document a standardized local CANN Control Log.

18.5.13.2. (Added) Provide a copy of local CANN log to 35 MOS/MXOOA by COB on last duty day of each week and a copy to maintenance supervision as required.

18.5.13.3. (Added) Supply reconciliation of the CANN log to IMDS will occur NLT Thursday of each week.

18.10. Aircraft Structural Integrity Program (ASIP) and Related Programs

18.10.3.1.1.1. (Added) AMU ASIP monitor will:

18.10.3.1.1.2. (Added) Accomplish CSFDR downloads within 5 hours of the due time or coordinates early downloads for TDY or deployment with ASIP Project Officer. Collect and process 150-hour downloads and electronically transmit to OC-ALC/ENFOF. Send the following to the ASIP Project Officer within 3 duty days:

Date of download

Aircraft time at download

SAU s/n

Data Files

Type of download

Any comments, attempted corrective actions and/or parts on order

18.10.3.1.1.3. (Added) Maintain a continuity book that contains weekly ASIP status report from the Avionics Management Database, in addition to a log of maintenance actions taken for faulty systems.

18.10.3.1.1.4. (Added) Update Avionics Management Database on shared network drive and send copies of downloads to Avionics Manager whenever a download is performed.

18.10.3.1.1.5. (Added) Provide applicable off-base requisition numbers and any partial download data to the ASIP project officer within 2 duty days of SAU/CSMU removal/installation.

18.10.3.1.1.6. (Added) Coordinate with QA weight and balance monitor prior to flying aircraft when SAU/CSMU are removed/installed.

18.10.3.1.2.1. (Added) AMU/OIC will appoint AMU ASIP monitor by letter, forward a copy of the appointment letter to the ASIP project officer and delegate program responsibilities within the AMU.

18.10.3.1.3.1. (Added) The ranking avionics technician at the deployed location will act as the deployed Avionics Manager and be responsible to ensure ASIP downloads are accomplished and status is reported to home station. Obtain a deployment smart pack from the Avionics Manager prior to deployment.

18.10.3.1.4.1. (Added) The ASIP monitors will use the 35 FW ASIP guide to provide training on all required ASIP tasks. All training will be managed in the specialist section.

18.10.3.1.5.1. (Added) The 35 FW Project Officer will:

18.10.3.1.5.1.1. (Added) Monitor 35 FW ASIP/CSFDR effectiveness by analyzing system maintenance summaries.

18.10.3.1.5.1.2. (Added) Ensure 150-hour downloads are collected, processed and electronically transmitted to OC-ALC/ENFOF.

18.10.3.1.5.1.3. (Added) Maintain and audit Avionics Management Database on shared network drive for accuracy and currency.

18.10.3.1.5.1.4. (Added) Coordinate activities with AMU ASIP monitors and assist in maintenance and reliability problem areas.

18.10.3.1.5.1.5. (Added) Monitor completion of control point inspections.

18.10.8.4. (Added) Schedule and monitor completion of ASIP control point inspections IAW T.O. 1F-16CJ-6-11. Non-destructive Inspections (NDI) will complete control point inspection worksheets and transmit data to OC-ALC website at <https://falcon.hill.af.mil/fieldlogin.asp>. IAW T.O. 1F-16C-38.

18.13. End-of-Runway (EOR) Inspection

18.13.6.1. 35 AMXS/MXA will maintain operational control of the program and implement policies and procedures in this supplement.

18.13.6.1.1. (Added) The NCOIC/Assistant NCOIC of EOR will:

18.13.6.1.2. (Added) Coordinate with Weapons Standardization Section and the Military Training Flight to obtain all necessary training and familiarization required to perform their functions.

18.13.6.1.3. (Added) Develop a safety and task briefing to be delivered to all EOR workers prior to beginning operations at EOR. The briefing will be provided in full at the beginning of each workweek, and excerpts from that briefing should be given on a daily basis to serve as a reminder of safety to workers. In the event a worker is replaced mid-week, the replacement will be provided the full briefing prior to performing any EOR tasks.

18.13.6.1.4. (Added) Compile a list of discrepancies found by EOR during each flying day. This list will be provided to the following: 35 AMXS/MXA, AMU/CC/Superintendent. The daily discrepancy list may be provided to additional personnel upon request. They will produce and distribute a monthly summary of EOR inspections NLT the 5th duty day of the following month.

18.13.6.1.5. (Added) The NCOIC and Assistant NCOIC of EOR will be selected by the 35 AMXS/MXA from nominations provided by each AMU, and approved by the 35 AMXS/CC. They will be assigned to EOR for a maximum of two years to manage the program. The NCOIC will be at least a TSgt 7-level while the Assistant NCOIC will be at least a SSgt. Both individuals should be thoroughly familiar with flight line operations at Misawa AB.

18.13.6.1.6. (Added) Two 2A3X3B (APG) personnel and six 2W1X1 (Weapons) personnel will be temporarily assigned to EOR. Personnel should be assigned for a period of one month, but may be rotated as required to maintain training requirements or load qualifications. APG personnel will be EOR task trained prior to being assigned. Weapons personnel will be Immediately Prior to Launch (IPL) qualified and marshalling qualified. Weapons supervisors will be checklist qualified prior to being assigned. Appointments for personnel assigned to EOR should be minimized during the period they are assigned. In the event an individual assigned to EOR must leave for an appointment, the AMU must coordinate with the NCOIC or Assistant NCOIC to replace the individual at least one duty day prior to the appointment. The AMUs are responsible for supplying qualified EOR personnel at home station unless the entire AMU (personnel and aircraft) are deployed. When the flying window exceeds 12 hours, AMUs will supplement personnel to provide sufficient coverage beyond 12 hours. EOR personnel not assigned to AMXS will report to their units on normal duty days when no flying takes place.

18.13.11. (Added) EOR Operations:

18.13.11.1. (Added) During normal operations, an 35 AMXS EOR supervisor will be available during the entire flying window. All EOR arming and de-arming will be accomplished in the areas designated in 35 FWI 13-201, *Air Traffic Control and Airfield Operations* unless otherwise directed by the 35 MXG/CC.

18.13.11.2. (Added) When requested, EOR will support cross country deployments and returns outside the normal flying window if the number of aircraft is greater than four.

18.13.11.3. (Added) The transient alert section will perform the EOR inspection on transient aircraft in accordance with the applicable Mission Design Series (MDS) checklist or locally developed checklist. If unavailable, direction(s) will be furnished by the pilot.

18.13.11.4. (Added) During an IRRE/IRRI or contingency, AMUs will provide EOR personnel to launch deploying aircraft no later than 2 hours prior to deployment take-off. Deployed personnel will be responsible for EOR requirements after regeneration.

18.13.11.5. (Added) During a CERE/CERI, weapons personnel will arm/dearm aircraft in chocks. The APG EOR inspection will be done at designated EOR locations. AMUs will provide APG personnel for EOR as required.

18.13.12. (Added) Launch/Recovery of Explosive Loaded Aircraft:

18.13.12.1. (Added) Hung Gun is defined as any in-flight gun system malfunction. Hung Ordnance is any unsuccessful attempt to release or jettison a weapon from the aircraft due to malfunction or equipment failure. Explosive Limits are as cited for explosive loading operations.

18.13.12.2. (Added) Personnel Limits: IPL/safing (arming/de-arming) Operations - minimum of one supervisor and one worker. Hung ordnance/hung gun operations - The senior 2W1X1 at the scene will determine the maximum number of personnel allowed within the area. If EOD has responded, they will determine the maximum number of personnel allowed in the area.

18.13.12.3. (Added) Operating Locations General Procedures: IPL/safing (arming/de-arming) procedures are normally performed in designated areas at B1 and B5. A2 and A5 are JASDF arm/de-arm areas, and may be used as alternate. With SOF approval and MOC coordination, aircraft may return to (Protective Aircraft Shelter) PAS for IPL/safing procedures if in-flight emergency (IFE) situations warrant. IPL/safing of aircraft will be accomplished in the PAS areas cited for explosive loading operations, during contingency operations, exercises, squadron and wing wars, (all PAS are designated arm/de-arm areas). The hung gun and hung ordnance areas are B1 and B5.

18.13.12.4. (Added) Safety Requirements: Aircraft returning with an IFE will not be made safe or down-loaded until indicated to do so by the appropriate emergency response team's senior individual. If the nature of the IFE is munitions related, refer to the appropriate subparagraph.

18.13.12.5. (Added) Sequence of Operations: If the option to perform IPL on live munitions in the PAS is exercised, a quick "last look inspection" will still be performed at EOR using T.O. 1F-16CJ-6WC-1-11. Only qualified personnel are authorized to perform any part of IPL and/or safing procedures. Munitions arming/de-arming operations will not begin until the aircraft inspection is complete, personnel are clear of the aircraft and aircrew hands are in full view. The IPL/safing supervisor is responsible for the arming/de-arming operation and will ensure all safety devices are removed/installed or positioned, intervalometers set as required, and munitions are secure for takeoff or taxi.

18.13.12.6. (Added) Procedures when difficulties are encountered during arming/de-arming operations: If an unsafe condition exists that is beyond the capability of the recovery crew, direct the aircraft to the hung gun/hung ordnance parking area (B1 facing West or B5 facing East.) Aircraft will use the furthest spot from the runway. Notify MOC, who will in turn notify EOD. Shut down the aircraft engines, egress aircrew, and wait for EOD personnel or additional guidance. If an aircraft returns with hung or suspected hung flare, install the electrical safety pins and visually inspect the dispenser. If any flare cartridge is protruding from the magazine, it is considered to be hung.

18.13.12.7. (Added) Recover aircraft reporting an IFE for hung live ordnance in the hung ordnance area, B1 and B5. 2W1X1 personnel will inspect the suspension equipment and munitions to determine a safe or unsafe condition. If munitions and suspension equipment can be made safe, direct the aircraft to an area sited for explosive loading/downloading operations. Recover aircraft reporting an IFE for a gun malfunction in the hung gun area, B1 or B5.

18.13.12.8. (Added) Include any munitions removed and retained by EOD on AF 2434 for reconciliation purposes.

18.13.12.9. (Added) See paragraph **11.3.13. (Added)** for impoundment requirements. Hung stores isolated to suspension equipment will be controlled and sent to Armament Flight. Armament Flight will make this equipment an immediate priority.

18.13.13. (Added) In the event of an in-flight gun malfunction resulting in a hung/unsafe condition refer to procedures in LCL-35FW-301.

18.13.14. (Added) During ice FOD conditions, EOR Supervisors will:

18.13.14.1. (Added) Brief EOR crew daily about adverse weather and icing conditions.

18.13.14.2. (Added) Prior to the start of flight operations, coordinate with MOC and SOF about the current weather conditions, usable parking spots and manpower limitations.

18.13.14.3. (Added) Assure sufficient ice FOD monitors are available. If additional monitors are required, coordinate with the AMUs prior to aircraft arrival.

18.13.14.4. (Added) Ensure there are four ground heaters, two at each end of the runway, for use during ice FOD conditions.

18.13.14.5. (Added) Take positive measures to prevent aircraft awaiting take off from remaining in an icy location if sufficient monitors are not in position.

18.13.14.6. (Added) Ensure the appropriate number of spots are cleared before taxiing aircraft arrive.

18.13.14.7. (Added) Ensure one individual per two aircraft will remain in a position to observe intakes until aircraft taxi.

18.13.14.8. (Added) Ensure aircraft follow normal shutdown procedures if ice formation is detected. Up-channel icing conditions to the Supervisor of Flying through the pilot, production supervisor, or MOC.

18.19. Protective Aircraft Shelter (PAS) Environment.

18.19.6.4.1. (Added) The -60 and C-10 AGE will be connected at the rear of the HAS during normal operations.

18.19.6.4.2. (Added) AGE will be monitored during the startup and shutdown operations; at other times it can be left running while maintenance is being performed. At no time will the AGE be left running if personnel depart the HAS area.

18.19.7.1. (Added) Installed engine maintenance runs:

18.19.7.1.1. (Added) All maintenance runs on Alpha row on the south ramp will be restricted to idle stop power only.

18.19.7.1.2. (Added) The MOC will maintain a record of all engine runs in their engine run log and will ensure engine operator currency update notification is made to 35mos.mxot@misawa.af.mil for IMDS accuracy at least weekly but no later than Thursday. The new data will be reflected in the new CSRA1 (Course Status Report) produced on Friday by the Maintenance Data Systems Analysis Section.

18.19.7.1.3. (Added) MOC must receive operator's employee number, tail number and reason for run, expected duration, power setting and aircraft location data.

18.19.7.1.4. (Added) The MOC will verify the engine operator's data with data passed by the engine operator or expeditor. When all data and certification are verified, MOC will coordinate the engine run with 35 OSS, Base Operations. Base Operations will then forward the engine run request to Misawa Ground Control. MOC will inform the engine run operator to contact Misawa Ground Control Tower to request start clearance. The engine run operator will contact Misawa Ground Control on UHF 275.8 to give aircraft location and to request clearance for engine run start. The engine operator will inform Misawa Ground Control and the MOC when the run is complete.

18.19.7.1.5. (Added) When ice FOD conditions exist, the 35 OSS Weather Flight will notify MOC. The MOC will, in-turn, make a general notification on all radio nets. The production superintendent/expeditor will ask MOC if ice FOD conditions exist when he/she contacts MOC for engine run clearance. If ice FOD conditions exist an ice FOD monitor will be present prior to engine start.

18.19.7.1.6. (Added) The MOC will notify the Fire Department for engine runs required for maintenance involving repair or replacement of major fuel system components (i.e., engines, main fuel pump, etc.). Fire Department support is not required for runs in the Hush House except for runs involving preserved engines.

18.20. Red Ball Maintenance.

18.20.5. (Added) Procedures for documenting Red Ball Red (Red X/Red Diagonal) discrepancies are as follows:

18.20.5.1. (Added) Expeditors will call in all Red Ball discrepancies to Debrief, with aircraft tail #, Line #, and work unit code.

18.20.5.2. (Added) Debrief will load the discrepancy into IMDS and pass the assigned job control number via radio to the appropriate expeditor. Debrief will load the narrative for the discrepancy into IMDS with the words "RED BALL MAINTENANCE" immediately preceding the actual discrepancy.

18.20.5.3. (Added) Expeditors will ensure that technicians performing Red Ball maintenance annotate the discrepancy in the aircraft forms using the assigned job control number.

18.20.5.4. (Added) All discrepancies will be cleared from the aircraft forms prior to flight. Personnel clearing the discrepancy will accomplish the AFTO IMT 781A documentation upon completion of the task, perform an FO inspection of the immediate area, and conduct a complete CTK inventory. If the discrepancy occurred after the Exceptional Release was accomplished, the Production Superintendent will re-accomplish a new Exceptional Release IAW T.O. 00-20-1.

18.20.5.5. (Added) Every effort must be made to clear Red Ball Red-X discrepancies in IMDS prior to flight. If personnel clearing the Red-X condition cannot access IMDS in a timely manner, expeditors may call in corrective action and man-number to debrief. Debrief will in-turn clear the Red-X in IMDS. In the case that IMDS is unavailable, technicians will accomplish an AFTO IMT 349, **Maintenance Data Collection Record** (or equivalent document) and input the corrective action as soon as possible.

18.20.5.6. (Added) Debrief Section will document Red Ball discrepancies on the daily discrepancy sheet. Red Ball discrepancies and corrective actions will be reviewed at the daily production meeting.

18.24. Radar Warning Receiver (RWR)/ Radar Threat Warning (RTHW) Testing.

18.24.2. (Added) 35 FW Avionics Manager will:

18.24.2.1. (Added) Establish local RTWS procedures and responsibilities for the AMUs in accordance with applicable regulations and directives.

18.24.2.2. (Added) Monitor 35 FW RTWS effectiveness by analyzing AMU monthly reports.

18.24.2.3. (Added) Coordinate activities with AMU RTWS monitors. Assist AMUs in problem areas peculiar to RTWS maintenance and reliability.

18.24.2.4. (Added) Communicate with the Wing Electronic Warfare Officer (EWO) and FS Electronic Combat Pilots (ECP) concerning all RTWS matters.

18.24.3. (Added) 35 AMXS/CC will appoint AMU RTWS Program monitors by letter and forward a copy to the Wing Avionics Manager (WAM).

18.24.4. (Added) AMU specialist section chief will ensure:

18.24.4.1. (Added) The monthly report located on the shared network drive is updated within 24 hours of completing RTWS checks.

18.24.4.2. (Added) RTWS flow-through checks are coordinated with respective sister AMU to minimize confusion concerning date, time and location of the checks.

18.24.4.3. (Added) All failures that cannot be corrected prior to launch (i.e. switchology or repositioning the simulator) will be documented in the aircraft's AFTO IMT 781A and in IMDS.

18.24.4.4. (Added) Test equipment and current software version are available for RTWS system testing. Inform and request assistance from the WAM to remedy critical or recurring problems with equipment or tech data.

18.24.4.4.1. (Added) RTWS Checks:

18.24.4.4.2. (Added) RTWS flow-through checks should be accomplished weekly during the first launch of the day. Deviations from the weekly requirement may occur due to weather, flying commitments, etc., and should be coordinated with the WAM.

18.24.4.4.3. (Added) The 13 AMU is responsible for coordinating and conducting RTWS checks during the odd months of the year (Jan, Mar, etc.). The 14 AMU is responsible during the even months of the year (Feb, Apr, etc.).

18.24.5. (Added) The responsible AMU will:

18.24.5.1. (Added) Obtain threats from the FS ECP, EWO or WAM.

18.24.5.2. (Added) Call Base Operations or MOC with flow-through location and estimated duration of checks.

18.24.5.3. (Added) The untasked AMU will provide one qualified individual to assist in the checks.

18.24.5.4. (Added) Flow-through equipment will not be left unattended.

18.24.5.5. (Added) Inform Debrief Section of any aircraft failing the checks immediately following flow through checks to ensure debrief personnel are able to remind pilots to document the discrepancy.

18.24.5.6. (Added) Compile the results and provide copies to both AMU RTWS program monitors.

18.24.5.7. (Added) Notify Base Operations or MOC when flow-through operations are complete and equipment has been removed from the taxiway.

18.24.6. (Added) Exercises:

18.24.6.1. (Added) RTWS checks will be accomplished prior to all exercise sorties.

18.24.6.2. (Added) In addition to the equipment already provided, the AMU not tasked with conducting RTWS will maintain a full set of test equipment in an alternate location for survivability.

18.24.6.3. (Added) RTWS team supervisor will report failures of checked aircraft to the owning AMU specialist section expeditor as they are discovered. The expeditor is responsible for the documentation and follow up of any maintenance actions. The expeditor will also inform the Production Superintendent of any malfunctions.

18.24.7. (Added) Contingencies and deployments: The ranking avionics technician at the deployed location will act as the deployed Avionics Manager and be responsible for evaluating and coordinating RTWS checks and reporting status to home station. Coordinate operations with deployed EWO/ECP to ensure relevant threats are tested and proper symbology is displayed.

18.25. Aircraft Information Program.

18.25.4.1. (Added) The WAM will:

18.25.4.1.1. (Added) Monitor 35 FW AIP effectiveness by analyzing system maintenance summaries.

18.25.4.1.2. (Added) Ensure down loads are collected, processed and electronically transmitted to OC-ALC/ENFOF.

18.25.4.1.3. (Added) Maintain and audit Avionics Management Database on shared network drive for accuracy and currency.

18.25.4.1.4. (Added) Coordinate activities with AMU AIP monitors and assist in maintenance and reliability problem areas.

18.25.5.2.1. (Added) AMU/OIC will appoint an AIP monitor by letter, forward a copy of the appointment letter to the WAM and delegate program responsibilities within the AMU.

18.25.6.3.1. (Added) AMU AIP monitor will:

18.25.6.3.1.1. (Added) Accomplish CSFDR downloads when directed. Collect and process downloads and electronically transmit to OC-ALC/ENFOF. Send the following to the AIP Project Officer within 3 duty days:

Date of download

Aircraft time at download

SAU s/n

Data Files

Type of download

Any comments, attempted corrective actions and/or parts on order

18.25.6.3.1.2. (Added) Maintain a record of any AIP downloads within the section ASIP continuity book. Any AIP downloads will be handled the same as scheduled ASIP downloads.

18.25.6.3.1.3. (Added) Update Avionics Management Database on shared network drive and send copies of downloads to Avionics Manager whenever a download is performed.

18.25.6.3.1.4. (Added) Provide applicable off-base requisition numbers and any partial download data to the WAM within two duty days of SAU/CSMU removal/installation.

18.25.6.3.1.5. (Added) Coordinate with QA weight and balance monitor prior to flying aircraft when SAU/CSMU are removed/installed.

18.27. IFF Mode IV Program.

18.27.3. (Added) The WAM will:

18.27.3.1. (Added) Establish local IFF procedures and responsibilities for the AMUs.

18.27.3.2. (Added) Ensure a JST profile is established to standardize automated forms.

18.27.3.3. (Added) Monitor 35 FW IFF effectiveness by analyzing AMU monthly reports.

18.27.3.4. (Added) Coordinate activities with IFF monitors. Assist AMUs in problem areas peculiar to IFF maintenance and reliability.

18.27.3.5. (Added) Communicate with the Wing Electronic Warfare Officer (EWO) and FS Electronic Combat Pilots (ECP) concerning all IFF matters.

18.27.4. (Added) 35 AMXS/CC will appoint AMU IFF Program monitors by letter and forward a copy of the appointment letter to the WAM.

18.27.5. (Added) AMU specialist expeditor will:

18.27.5.1. (Added) Ensure monthly reports located on the shared network drive are updated within 24 hours of completing IFF checks. Required information includes aircraft checked for IFF operability, aircraft not checked and reason, and status of transponders.

18.27.5.2. (Added) Coordinate with AMU production superintendents and expeditors prior to IFF checks.

18.27.5.3. (Added) Ensure appropriate entries are made in IMDS to reflect all discrepancies (corrected and uncorrected) found during IFF checks.

18.27.5.4. (Added) Deployments/Contingencies:

18.27.5.4.1. (Added) Obtain a deployment smart pack from the WAM prior to deployment.

18.27.5.4.2. (Added) The ranking avionics technician at the deployed location will act as the deployed Avionics Manager and will be responsible for evaluating and coordinating IFF checks and reporting status to home station.

18.27.5.4.3. (Added) Coordinate operations with deployed EWO/ECP to determine any additional IFF modes to be checked.

18.30. Crashed, Damaged, or Disabled Aircraft Repair (CDDAR).

18.30.9. (Added) Crash Recovery Procedures for Disabled F-16 Aircraft:

18.30.9.1. (Added) Definitions:

18.30.9.1.1. (Added) NORMAL RESPONSES: Aircrew declared emergency requiring crash recovery team response, but no action in recovering the aircraft. Examples; Flight control malfunctions, Radio failures, Bird strikes, Engine malfunctions, Hydrazine leaks/spills, Low Fuel, Hung ordnance, and Gun malfunctions

18.30.9.1.2. (Added) MAJOR RESPONSES: Aircrew declared emergency requiring crash recovery team response and action in recovering/removing the aircraft. Examples; landing gear will not extend, collapsed landing gear, blown tires, emergency power unit fires, hot brakes, hung flares, barrier engagement/cable arrestment, aircraft departs runway/taxiway, and aircraft crashes.

18.30.9.1.3. (Added) CRASH RECOVERY TEAM CHIEF (CRTC): individual assigned responsibility of program management.

18.30.9.1.3.1. (Added) Crash Recovery Team Chief Responsibilities.

18.30.9.1.3.2. (Added) Be a SNCO (MXG/CC may waive grade requirement), appointed in writing by the MXG/CC, and tracked on the SCR. Qualification will consist of reviewing the following: Current 35 MXS Crash Recovery instruction, current AFI 21-101 and supplements, the current 35 FW/JASDF Base Support Agreement, the NAFMISAWAINST 3750.1G Recovery plan, 35 MTF Crash Recovery lesson plan, 35 FW OPLAN 31-1, 35 FW Full Spectrum Threat Response, 35 FW 32-4004, 35 FW 91-202, *Local Confined Space Entry Procedures*, 35 FW 91-204, and all locally developed crash recovery checklists.

18.30.9.1.4. (Added) CRASH RECOVERY TEAM MEMBER (CRTM): individual tasked to perform aircraft recovery duties.

18.30.10. (Added) Responsibilities:

18.30.10.1. (Added) Wheel and Tire Maintenance Section is responsible for the crash recovery program. The section chief or designated representative will assume the duties of CRTS.

18.30.10.2. (Added) The Crash Recovery Team (CRT) responds to all in-flight and ground emergencies (IFE and GE) and is responsible for removal of all disabled, damaged and/or crashed aircraft from the active runway, taxiways or other designated areas on or off base. AMU production supervisors will

respond to all on base IFEs and GEs involving an aircraft assigned to their squadron. The CRT also has responsibility for composite material mishap containment and cleanup.

18.30.10.3. (Added) The Senior Fire Official (SFO) is in command of all IFEs and GEs until the danger of fire or explosion has been eliminated or the 35 MSG/CC or designated representative assumes command as the On Scene Commander (OSC).

18.30.10.4. (Added) Aircraft removal/recovery will not commence until the OSC or SFO has released it to the CRT.

18.30.10.5. (Added) The 35 MXS will provide a Hydrazine Response Team (HRT) for all hydrazine related aircraft emergencies. The HRT is responsible for detection, neutralization and clean up of hydrazine leaks/spills.

18.30.10.6. (Added) The fire department in conjunction with the 35 SFS is responsible for establishing a 300-foot cordon and notifying the MOC that will notify other agencies to clear the area. The SFO or HRT may expand the cordon size as the situation warrants.

18.30.10.7. (Added) The 35 MDG Bioenvironmental section will check the area for nuisance hazards, hazardous vapors, etc. upon request by the OSC, SFO or CRTS.

18.30.10.8. (Added) 35 MXS Munitions Flight will provide a driver and 40-foot flat bed or MHU-110 trailers as needed.

18.30.10.9. (Added) When directed by the SFO or OSC, 35 SFS will establish and maintain a cordon and entry/exit control point until released by the SFO or OSC.

18.30.11. (Added) NORMAL RESPONSE:

18.30.11.1. (Added) The CRT will consist of one crash recovery supervisor and two crash recovery members. The CRTS will respond with one CRTM in the primary crash recovery vehicle. The second CRTM will standby with an aircraft tow vehicle for further guidance from the CRTS. The CRTS will establish and maintain radio contact with the SFO or OSC on the fire/crash net.

18.30.11.2. (Added) If upon landing the aircraft stops on the active runway the SFO or OSC will determine if a fire or explosive hazard exists. Once the fire or explosive hazard is eliminated the SFO or OSC will clear the CRTS to begin recovery operations.

18.30.11.3. (Added) The CRT will establish interphone/hand signal communication with the aircraft commander and if no further assistance is required the CRT will clear the aircraft to taxi to EOR and be de-armed by the EOR crew. The SFO or OSC will terminate the IFE.

18.30.11.4. (Added) If further assistance is required, the CRTS will supervise normal engine shutdown procedures on the runway. The CRT will, with the pilot as brake rider, tow the aircraft to its designated squadron parking location. The CRTS will notify the AMU Production Supervisor to de-arm the aircraft. Once the aircraft has cleared the runway the SFO or OSC will terminate the IFE.

18.30.12. (Added) MAJOR RESPONSE:

18.30.12.1. (Added) The CRT should consist of one crash recovery supervisor and four crash recovery members. The CRTS will respond with one CRTM in the primary crash recovery vehicle. A second CRTM will standby with an aircraft tow vehicle for further guidance from the CRTS while the remaining CRTMs, if required, will respond as necessary.

18.30.12.2. (Added) The CRTS will, if required, notify the 35 MXS Munitions Control to dispatch a driver and MHU-110 trailer to Hangar 949. The CRTS will establish and maintain radio contact with the SFO or OSC on the fire/crash net.

18.30.13. (Added) Emergency Power Unit (EPU) activations:

18.30.13.1. (Added) Upon landing the aircraft will taxi to either taxiway B1 (landing on runway 28) or taxiway B5 (landing on runway 10) where the SFO will establish a 300 foot radius cordon and the fire/crash crew will install wheel chocks, landing gear and EPU safety pins, and perform engine shut down procedures. The fire crash crew will egress the pilot.

18.30.13.2. (Added) The HRT supervisor will verify with the SFO that no fire or explosive hazard exists and the landing.

18.30.13.3. (Added) The HRT will replace the fire/crash crew's EPU safety pin with one of its own and clear/safe the EPU system.

18.30.13.4. (Added) Once the aircraft is declared clear/safe by the HRT supervisor the HRT will contact the MOC who will coordinate with the applicable AMU to complete the recovery of the aircraft. At this time, the HRT will recover their EPU safety pin and have the appropriate AMU insert their safety pin.

18.30.14. (Added) Hot brakes:

18.30.14.1. (Added) The pilot, EOR crew, or CRT will be responsible for identifying potential or actual hot brake conditions.

18.30.14.2. (Added) When an aircraft is declared as having a potential or an actual hot brake condition the SFO or OSC will establish a 300-foot cordon and determine if a fire or explosive hazard exists. Once the fire or explosive hazard is eliminated the SFO or OSC will clear the CRT to begin recovery operations.

18.30.14.3. (Added) It is impossible for the ground crew to avoid the hot brake and engine danger areas while installing the landing gear, EPU, wing tank pylon safety pins, or wheel chocks; therefore, the engine will be shutdown without installing the aircraft safety pins or wheel chocks IAW T.O. 1F-16CJ-1.

18.30.14.4. (Added) Prior to engine shutdown, the SFO will contact the pilot using UHF/VHF radio to confirm the EPU switch is in the "OFF" position and instruct the pilot to hold the aircraft in position using minimal brake.

18.30.14.5. (Added) The pilot will remain in the cockpit until the brakes have cooled sufficiently. If the pilot must be extracted, fire dept. personnel will chock the nose tire before pilot extraction.

18.30.14.6. (Added) The SFO or OSC will terminate the emergency and the CRT and one fire crash crew will monitor the aircraft.

18.30.14.7. (Added) After 45-60 minutes, the CRT will approach the wheel area from the front or rear only and examine to ensure enough heat has dissipated to safely tow the aircraft. When it is safe to approach the aircraft, the CRT will install the remainder of the safety pins and wheel chocks and EOR will de-arm the aircraft. The CRTS will notify MOC and applicable AMU to dispatch a tow team to tow the aircraft to its parking spot.

18.30.15. (Added) Hung flare:

18.30.15.1. (Added) The IFE aircraft will taxi to EOR and the SFO will establish a 300' cordon and determine if a fire or explosive hazard exists. Once the fire or explosive hazard is eliminated the SFO or OSC will clear the CRTS to assume control of the emergency.

18.30.15.2. (Added) MOC will contact EOD with the location and nature of the emergency.

18.30.15.3. (Added) The CRTS will establish interphone communication with the aircraft commander and supervise installation of the landing gear, EPU, wing tank pylon, chaff/flare and arresting hook safety pins.

18.30.15.4. (Added) The CRTS will supervise engine shutdown procedures and egress the pilot.

18.30.15.5. (Added) The CRTS will then clear the area and EOD will assume control of the emergency and clear/safe the flare dispenser IAW applicable EOD 60 series TOs. The SFO or OSC will terminate the emergency once the flare is clear/safe. MOC will notify the applicable AMU to dispatch a tow team to tow the aircraft to its parking spot.

18.30.16. (Added) Landing gear will not extend, landing gear collapsed

18.30.16.1. (Added) The fire crash crew will egress the pilot and contain/eliminate any fire or explosive hazards.

18.30.16.2. (Added) The HRT will check for hydrazine leaks/spills. If leaks/spills are discovered the HRT will clear/safe the area IAW LCL-35 FW-001.

18.30.16.3. (Added) The CRTS will inspect the aircraft for damage to items containing composite materials. If loose composite materials are discovered or suspected, the CRT will secure all loose composite material IAW T.O. 00-105E-9.

18.30.16.4. (Added) The CRT will safe the aircraft for maintenance.

18.30.16.5. (Added) The CRTS will monitor the safing and/or removal of munitions by the applicable AMU.

18.30.16.6. (Added) If external fuel tanks have not been jettisoned the CRT will, if possible, de-fuel and remove the tanks prior to any further recovery operations.

18.30.16.7. (Added) The CRT will recover the aircraft IAW applicable safety standards, TOs and instructions.

18.30.16.8. (Added) The CRT will transport the aircraft to a facility designated by the OSC or 35 MXG/CC. Once the aircraft has been removed from the crash site, the SFO or OSC will terminate the emergency.

18.30.17. (Added) Blown tires:

18.30.17.1. (Added) If upon landing the aircraft stops on the active runway the SFO or OSC will determine if a fire or explosive hazard exists. Once the fire or explosive hazard is eliminated the SFO or OSC will clear the CRT to begin recovery operations.

18.30.17.2. (Added) The CRTS will establish interphone/hand signal communication with the aircraft commander and supervise normal engine shut down procedures. The pilot will egress the aircraft and the CRT will safe the aircraft for maintenance.

18.30.17.3. (Added) The CRT will recover the aircraft IAW applicable safety standards, TOs and instructions. The CRT will tow the aircraft to its designated squadron parking location. The CRTS will notify the AMU Production Supervisor to de-arm the aircraft. Once the aircraft has cleared the runway the SFO or OSC will terminate the IFE.

18.30.18. (Added) Barrier engagement/cable arrestment:

18.30.18.1. (Added) If a barrier engagement is anticipated, the CRT will respond to the approach end of the runway with primary crash recovery vehicle and aircraft tow truck.

18.30.18.2. (Added) If the aircraft engages the barrier, the CRT will remain at the approach end of the runway until the aircraft is declared safe by the SFO or OSC. The fire crash crew will supervise extraction of the aircraft from the barrier cable. Once the aircraft is clear of the barrier cable the fire crash crew will determine if a fire or explosive hazard exists. Once the fire or explosive hazard is eliminated the SFO or OSC will clear the CRT to begin recovery operations.

18.30.18.3. (Added) The CRT will establish interphone/hand signal communication with the aircraft commander and supervise installation of the arresting hook safety pin. If no further assistance is required the aircraft will be cleared to taxi to EOR and the SFO or OSC will terminate the emergency.

18.30.18.4. (Added) If further assistance is required the CRT will chock the aircraft and the CRTs will supervise engine shutdown in the barrier.

18.30.18.5. (Added) The CRT will install the applicable safety pins and tow the aircraft out of the barrier and off the runway. The CRT will, with the pilot as brake rider, tow the aircraft to its designated squadron parking location. The CRTS will notify the AMU Production Superintendent to de-arm the aircraft. Once the aircraft has cleared the runway the SFO or OSC will terminate the IFE.

18.30.19. (Added) Aircraft departs runway/taxiway/crash:

18.30.19.1. (Added) Once cleared by the SFO or OSC the HRT will check for hydrazine leaks or spills. If leaks/spills are discovered the HRT will clear/safe the area IAW LCL-35 FW-001.

18.30.19.2. (Added) Once cleared by the HRT supervisor the CRT will inspect the aircraft for damage to items containing composite materials. The CRT will secure all loose composite fibers IAW T.O. 00-105E-9.

18.30.19.3. (Added) The CRT will safe the aircraft for maintenance.

18.30.19.4. (Added) The CRTS will monitor the IPL/safing and/or removal of munitions by the applicable AMU.

18.30.19.5. (Added) The CRT will transport the aircraft to a facility designated by the OSC or 35 MXG/CC.

18.30.20. (Added) Transient aircraft:

18.30.20.1. If a transient aircraft becomes disabled or crashes the MOC will notify the appropriate MAJ-COM for further handling instructions.

18.30.20.2. General crash recovery procedures may be used to facilitate the safe recovery/removal of the aircraft. Normally, prior to any recovery/removal actions, TA will contact the owning organization for technical support.

18.33. Oil Analysis Program Responsibilities and Requirements (OAP).

18.33.5.3.1. (Added) Ensures monitor familiarization training is scheduled/completed within 7 days of appointment (training shall be conducted by OAP lab personnel only).

18.33.5.3.2. (Added) Ensure an OAP manager is assigned for all deployments.

18.33.10.3.1. (Added) Identify samples on shipping envelope and DD Form 2026, **Oil Analysis Request** as "RED CAP" to accommodate priority sample analysis.

18.33.13. (Added) Oil Servicing Carts

18.33.13.1. (Added) Ensure oil servicing carts are sampled each Friday (or last duty day of the week) and delivered to OAP lab by 1600 hours that day. Notify MOC of oil servicing cart samples not received by 1600 hours each Friday.

18.33.13.2. (Added) Ensure carts exceeding T.O. limits are placed on code "P" (do not fly or operate, do not change oil, submit resample as soon as possible) and removed from service. Servicing tank will be checked for visible contamination (i.e. floating debris, water, etc.) and a resample taken and analyzed.

18.33.13.3. (Added) Ensure carts exceeding T.O. limits after analysis of resample, are placed on code "J" (Drain and Flush), removed from service, drained, flushed and cleaned. A resample will be taken after servicing and delivered to OAP lab for analysis.

18.33.13.4. (Added) Status of deployed or out of service oil carts is identified to OAP lab each Friday.

18.34. Scanning Electron Microscope/ Energy Dispersive X-ray (SEM/EDX) Master Chip Detector Analysis Program (MCDP)

18.34.5.2.2. (Added) Notify MOC of any forms documentation errors.

18.34.5.2.4.1. (Added) Maintain a permanent history of MCD Debris results on the Permanent Debris Record Log. This log will be filed within the engine history folder.

18.34.5.2.4.2. (Added) All adverse MCD communication between the NDI lab and MOC or test cell will be annotated on the MCD sign in log.

18.34.5.2.6. (Added) Clean/Analyze MCDs submitted for analysis on a priority basis. Ensure individuals delivering MCDs for analysis sign MCD log to indicate number of MCDs delivered and collected.

18.34.5.2.7. (Added) Maintain spare MCDs in a secure location until retrieval to prevent MCD count mix-ups or loss.

18.34.5.2.8. (Added) Conduct a quarterly MCDP review in conjunction with the quarterly Oil Analysis Program briefing. The NDI lab will brief: number of MCDs analyzed, average delivery time to NDI, average analysis time by NDI, total average response time, total number of adverse recommendations, and confirmed hits. Additionally, NDI will report documentation errors noted on the MCDA request forms.

18.34.6.2.2. (Added) Ensure personnel identifying chips exceeding visual limits for debris mark the appropriate block (IMMEDIATE PRIORITY) on SEM/EDX Debris Analysis Form and ensure block is visible to lab personnel through MCD container (plastic pouch).

18.34.9. (Added) Transient Alert will:

18.34.9.1. (Added) Monitor the MCDP for applicable transient aircraft.

18.34.9.2. (Added) Ensure visual inspection of the MCD is performed and any visible chips documented IAW applicable T.O.s.

18.37. (Added) HTS Pod Management.

18.37.1. (Added) 35 FW Wing Avionics Manager will:

18.37.1.1. (Added) Provide oversight and management of the 35 FW HTS pod program.

18.37.1.2. (Added) Receive all HTS assets arriving on base and ensure classified assets are properly secured as soon as possible after arrival.

18.37.1.3. (Added) Ship assets requiring repair to the Raytheon repair facility--Raytheon Systems Company, 1151 E. Herman's Road, Bldg. 847, Tucson, Arizona 85706 and provide copies of failure data and shipping documents to WR-ALC/QLYBB via fax at DSN 468-4924.

18.37.1.4. (Added) Coordinate with WR-ALC/QLYBB (DSN 468-8663-7250) and HQACC/DOTW (DSN 574-7714) for replacement of failed HTS pods.

18.37.1.5. (Added) Provided WR-ALC/QLYBB a completed HTS field spreadsheet each month.

18.37.1.6. (Added) Appoint a deployed Avionics Manager and provide the deploying Avionics Manager with an avionics deployment smart pack. The smart pack will contain points of contact, examples of documents required for shipping defective HTS pods and procedures for accomplishing tasks required at the deployed location.

18.37.2. (Added) 35 AMXS responsibilities:

18.37.2.1. (Added) Debrief Sections will initiate a HTS Anomaly Worksheet for all pilot reported discrepancies related to HTS pods. Forward this worksheet to the Specialist Section chief or expediter after the pilot has completed the discrepancy portion of the worksheet.

18.37.2.2. (Added) Maintain secure storage vault located in Bldg 3263. Ensure all HTS pods are stored and maintained in a safe, secure and orderly manner.

18.37.2.3. (Added) 35 AMXS Security Manager will maintain and control access lists.

18.37.3. (Added) Specialist Sections will:

18.37.3.1. (Added) Appoint a primary and alternate HTS pod monitor and forward a copy of the appointment letter to the Avionics Manager.

18.37.3.2. (Added) Operationally check all HTS pods within 24 hours of failure notification.

18.37.3.3. (Added) Complete the maintenance portion of the HTS Anomaly Worksheet for all reported discrepancies and forward to the Avionics Manager (provide as much detailed information as possible). Notify the Avionics Manager of HTS pod failures immediately after the failure has been verified and isolated.

18.37.3.4. (Added) Specialist expediter will document uploaded HTS pods, by tail number, on the daily generation worksheets.

18.37.3.5. (Added) Prepare faulty HTS pods for shipment within 24 hours of performing operational check. Shipping preparation includes: De-mate HTS pod from pylon, cover pod electrical connector with correct dust cap, place defective pod in approved metal shipping container, include all 10 pieces of shipping dunnage in container and place proper shipping documents in container. Shipping documents include: completed HTS anomaly sheet, completed AFTO 350. HTS Pods that failed for a "HTS 004 MFL" must also have a printout of the "bit data dump."

18.37.3.6. (Added) At the end of flying on the last day of each month, compile an inventory of HTS pod serial numbers and record ETI readings for all pods possessed by the squadron and forward to the Avionics Manager by the 5th day of the following month.

18.37.4. (Added) Deployed Avionics Manager will:

18.37.4.1. (Added) Obtain a deployment smart pack from the Avionics Manager prior to deployment.

18.37.4.2. (Added) Maintain contact with the Avionics Manager for the purpose of updating HTS pod status and inform Avionics Manager via phone or e-mail about all failed or newly received HTS pods within 24 hours (provide date shipped, received, transferred, pod serial number and ETI reading).

18.37.4.3. (Added) Ship assets requiring repair to the Raytheon repair facility--Raytheon Systems Company, 1151 E. Herman's Road, Bldg. 847, Tucson, Arizona 85706 and provide copies of HTS anomaly sheet and DD Form 1149 shipping document to the Avionics Manager via fax at DSN 226-1703.

18.37.4.4. (Added) At the end of flying on the last day of each month, compile an inventory of HTS pod serial numbers and ETI readings for all pods possessed by the squadron and forward to the Avionics Manager by the 5th day of the following month.

18.38. (Added) Wing Avionics Manager

18.38.1. (Added) The 35 MXG/CC will appoint a 35 FW Avionics Manager. The WAM acts as the liaison between the 35 MXG and 35 OG on all avionics related issues.

18.38.2. (Added) The WAM is the designated Program Manager for the following programs:

18.38.2.1. (Added) Aircraft Structural Integrity Program (ASIP). See chapter 18.10

18.38.2.2. (Added) Aircraft Information Program (AIP). See chapter 18.25

18.38.2.3. (Added) Radar Threat Warning System (RTWS) Program. See chapter 18.24

18.38.2.4. (Added) Identification Friend or Foe (IFF) Program. See chapter 18.27

18.38.2.5. (Added) Harm Targeting System (HTS) Pod Program. See chapter 18.37

18.38.3. (Added) Monitor level of critical test equipment and assist AMXS in getting replacements through contact with Depots and Item Managers.

18.38.4. (Added) Member of Exercise Evaluation Team (EET). Evaluate avionics capability during local exercises and conduct Quality Assurance inspections of all avionics related programs to ensure compliance.

Attachment 1

AIRCRAFT DOCUMENT REVIEW CHECKLIST

AIRCRAFT:

TYPE: (7 or 14 DAY)

INSPECTION DATE:

Comply With Aircraft Document Review IAW AFI 21-101 PARA 7.2 and PACAF Instruction 21-101/35 FW SUP 1 PARA 7.2.3.6. (Added)

Crew Chief: _____ EMP Number: _____

The dedicated crew chief, assistant crew chief or dock chief (for post Dock inspections) will ensure:

1. Print package using IMDS screens 380, 700 (A/C COT), 525(Open and Indentured), 701 (Calendar/Hourly), 713, 810 (verify 24DAO JFS, 27GAL MEC, 46FA0 ext tanks, 42GE0 SLAB battery, and 47AAA LOX bottle) and 990 (missing / out of config).
2. All entries in AFTO IMT 781 binder are made IAW T.O. 00-20-1 and that the binder is standardized with the master binder.
3. The aircraft forms are reconciled prior to attending the scheduled document review using IMDS printed screens to ensure:
 - a. All discrepancies, A/C & engine times, Inspections, TCTOs, Job control numbers and supply document numbers match.
 - b. Deferred jobs have appropriate defer codes assigned and any non-grounding scheduled discrepancies with start date and time greater than 5 days are deferred accordingly. (defer code are listed in IMDS screen 474)
 - c. All parts required are on order with valid supply requisition numbers and any parts no longer needed are canceled.
 - d. All noted discrepancies are corrected. If unable to correct annotated in red on the IMDS package prior to P&S reviewing forms.
4. Review the 990 (missing/out of config) for missing parts by WUC. Create a delayed discrepancy in IMDS with a WCE for each missing part / defer to the next Phase.
5. Update JFS time in IMDS using IMDS screen #700.

CURRENT JFS STARTS: _____

6. Once corrections are made print a new set of aircraft forms.

Supply: _____

Process IMDS screen 514 and SBSS screen 416 to accomplish all aircraft records review to ensure:

1. All document numbers are valid in both IMDS and A/C forms.
2. Cancel all document numbers identified as no longer required and assist DCC / ADCC in ordering identified requirements without valid requisition numbers.
3. Documents with past EDD's, bad status or over 90 days old, will be researched and validated.
4. Attach IMDS screen #514 and/or SBSS screen #416 to back of document review checklist.

APG Section Chief: _____

Will review the aircraft forms to ensure:

1. A/C forms are standard with master set and all entries are made IAW T.O. 00-20-1.
2. All jobs with start dates greater than 5 days are deferred with proper defer codes.
3. All required sections are complete.

Plans and Scheduling: _____

PS&D will reconcile the aircraft forms and:

1. Verify AFTO IMT 781 H/J aircraft and engine operating times match IMDS.
2. Call NDI to request current JOAP times (6-3486). NDI CONTACT NAME: _____
ENGINE: E _____ CURRENT TIME: _____ OIL TIME: _____ OIL ADDS: _____
3. Ensure special inspections, Time Changes, TCTO's, and JFS due dates/times and starts are updated/correct.
4. Ensure Job control numbers in IMDS match the aircraft forms.
5. Ensure non-grounding discrepancies older than 5 days have been deferred in IMDS and forms using correct deferred code.
6. Ensure 990 (missing/out of config) is filed w/ DR package.
7. Call EM to verify all engine operating times, TCTOs, TCIs, and serial numbers. EM CONTACT NAME: _____

AMU Supervision: _____

Will ensure the forms are accurate, all deferred jobs have correct document numbers / defer codes.

Will review the aircraft forms to ensure:

1. All entries are made IAW T.O. 00-20-1.
2. All jobs with start dates greater than 5 days are deferred with proper defer codes.
3. All required sections are complete

Plans and Scheduling: _____

PS&D will be the last stop in the DR process

1. Verify all required work-centers sign this DR checklist.
2. Upon completion file the Document review checklist and printed IMDS/SBSS screens in section 20 of the A/C jacket file.



Aircraft Jacket File Contents

- | | |
|--|--|
| 1. Jacket file checklist | 12. Engine Records
(Located at BLDG 3007) |
| 2. Aircraft AFTO IMT 95 | 13. Armament Records
(Located at BLDG 925) |
| 3. Component AFTO IMT 95 | 14. Tank AFTO IMT 95
(Located at BLDG 905) |
| 4. AFTO IMT 781's | 15. Egress Records
(Located at BLDG 3263) |
| 5. Blank | 16. Survival Kit Records
(Located at BLDG 3120) |
| 6. Blank | 17. Parachute Records
(Located at BLDG 3150) |
| 7. TCTO Records | 18. Weight and Balance
(Located at BLDG 3263) |
| 8. Time Change Records | 19. Transfer Records |
| 9. FCF/PDM Records | 20. Last Records check |
| 10. Phase Records
Current & Last | 21. Miscellaneous |
| 11. JOAP Records
(Located at BLDG 3150) | |



Aircraft Jacket File Contents

- | | |
|--|--|
| 1. Jacket file checklist | 12. Engine Records
(Located at BLDG 3007) |
| 2. Aircraft AFTO IMT 95 | |
| 3. Component AFTO IMT 95 | 13. Armament Records
(Located at BLDG 925) |
| 4. AFTO IMT 781's | |
| 5. Blank | 14. Tank AFTO IMT 95
(Located at BLDG 905) |
| 6. Blank | |
| 7. TCTO Records | 15. Egress Records
(Located at BLDG 3263) |
| 8. Time Change Records | |
| 9. FCF/PDM Records | 16. Survival Kit Records
(Located at BLDG 3267) |
| 10. Phase Records
Current & Last | 17. Parachute Records
(Located at BLDG 3150) |
| 11. JOAP Records
(Located at BLDG 3150) | 18. Weight and Balance
(Located at BLDG 3263) |
| | 19. Transfer Records |
| | 20. Last Records check |
| | 21. Miscellaneous |

35 FW STANDARDIZED JACKET FILE CHECKLIST

AIRCRAFT: _____ DATE: _____

****IAW AFI 21-101, PARA 15.3.5.3.****AMU PS&D WILL REVIEW ALL HISTORICAL DOCUMENTATION QUARTERLY******35 FW Standardized Jacket File Checklist – Section 1**, File the latest Quarterly jacket file checklist in this section.

Aircraft AFTO IMT 95's - Section 2. Maintain an automated (printed or saved to a disc) 95 against the aircraft. Manual 95's (TCTOs, Mod's, Depot repairs ...) will be maintained with the aircraft 95. The following statement will be entered onto the original AFTO IMT 95 in ink after the last entry: "Automated History started this date". Print / file an automated copy (screen #393), from the last date on the existing printed copy to the current date.

Initial _____

Component AFTO IMT 95's - Section 3. Refer to T.O. 1F-16CJ-6-11 for a list of required AFTO IMT 95s for installed components. The following statement will be entered onto the original AFTO IMT 95 in ink after the last entry: "Automated History started this date". Run CAMS screen 810 to verify each part installed. Any missing records need to be physically verified! Maintain a current automated printout (at least annually) in the appropriate section of the jacket file. Follow the guidance in T.O. 00-20-1 table 4-2 for initiating a new AFTO IMT 95 on items missing.

Initial _____

AFTO IMT 781s - Section 4. AFTO IMT 781A, H, J & K will be filed in this section for the last 7 copies of pulled A/C forms. When the 8th copy is received destroy the earliest record. File 'Pulled Forms' in sequential order by date as soon as possible after all sections have reviewed them. Generate a "Missing Forms" letter (suspense of 5 days) upon discovering any missing forms. If forms are not found, file the "Missing Forms" letter in place of the missing forms.

Initial _____**BLANK - Section 5.****BLANK - Section 6.****TCTO (Screen 525) or MSAT product - Section 7.** Run a new screen 525 and print out TCTO SHD at each quarterly review.**Initial** _____**TCI (Screen 701) or MSAT product - Section 8.** Run a new TCI print out at each quarterly review.**Initial** _____**FCF Records – Section 9.** File as necessary in appropriate slots.**Initial** _____

Phase Inspection Package (Most Current) – Section 10 (Current folder). File the most current Phase inspection work package. To include the signed copy (both pre- and post dock meetings) of the AF IMT 2410, a snapshot of each job scheduled during phase (or a screen 123 encompassing all jobs accomplished during the phase), the part/serial number verification sheet (GCAS) and the corrected copy of screen 942 (configuration items).

Initial _____

Phase Inspection Package (Old) – Section 10 (Old folder). File the old Phase inspection work package. To include the signed copy (both pre- and post dock meetings) of the AF IMT 2410, a snapshot of each job scheduled during phase (or a screen 123 encompassing all jobs accomplished during the phase), the part/serial number verification sheet (GCAS) and the corrected copy of screen 942 (configuration items).

Initial _____

AFTO IMT 95's (Decentralized Records) – Section's 11 - 18. All decentralized records require a DD Form 2861, *Cross Reference*, in place of the actual record. The DD Form 2861 will list the location (Bldg #) and phone number to contact for these records. AMU P&S will review all decentralized records quarterly at the records location. **AMU P&S will ensure AFTO IMT 95 items (per –6) are loaded in CAMS (AHE tracked, installed and an AHE entry start date).**

JOAP Records - Section 11. Located in BLD 3150.

Initial _____

Engine Records - Section 12. Located in BLD 3007.

Initial _____

Armament Records - Section 13. Located at BLDG 925.

Initial _____

Tank AFTO IMT 95 - Section 14. Located at BLDG 905.

Initial _____

Egress Records - Section 15. Located at BLDG 3263.

Initial _____

Survival Kit Records - Section 16. Located at BLDG 3267 (13 LS), and BLDG 3120 (14 LS)

Initial _____

Parachute Records - Section 17. Located at BLDG 3150.

Initial _____

Weight & Balance Records - Section 18. Located at BLDG 3263.

Initial _____

Transfer Records - Section 19. Keep the most recent copies.

Initial _____

Aircraft Document Review – Section 20. File the most current ADR package in this section.

Initial _____

Miscellaneous Records - Section 21. File as necessary.

Initial _____

File this checklist in the front of the aircraft jacket file.

CAMS Automated History Entry – Using IMDS screen 392, enter the following upon completion of jacket file review... **“Quarterly review of jacket file completed this date. All records including AFTO IMT 95's found to be complete and accurate and are now updated” –your NAME- (tab down to next line) 35 FW**

Misawa AB, Japan 96319”

SIGNATURE: _____

Attachment 2**ASSIGNED JOB CONTROL NUMBERS****13/14 AMUs**

<u>SECTION/ACTIVITY</u>	<u>ASSIGNED JCNs</u>	<u>SECTION/ACTIVITY</u>	<u>ASSIGNED JCNs</u>
13th Specialist Section	5800-5850	14th Specialist Section	5851-5899
13th Weapons Section	5900-5950	14th Weapons Section	5951-5999
Load Standardization	6000-6099	13th Support Section	6100-6150
14th Support Section	6151-6199	13th Flight Line Expediter	6200-6249
13th Debriefing	6250-6299	14th Flight Line Expediter	6300-6399
14th Debriefing	6400-6499	13th Scheduler	6500-6599
14th Scheduler	6600-6699	Maintenance Operations Center	5200-5279
Quality Assurance	6700-6799	Aircraft Accidents/Incidents	5200-5279
13th TCTO	5100-5199	Flight Simulator	7200-7350
14th TCTO	6900-6999	372TS, Det 15, OL-A	7250-7350

Maintenance Squadron

<u>SECTION/ACTIVITY</u>	<u>ASSIGNED JCNs</u>	<u>SECTION/ACTIVITY</u>	<u>ASSIGNED JCNs</u>
TMDE	8500-8599	AIS	8600-8649
EWS	8650-8699	Photo	8700-8749
Elect/Environmental	8750-8849	Egress	8850-8869
Hydraulics	8870-8949	Tank Farm	8950-8969
Fuels	8970-8989	JEIM	8990-9039
Test Cell	9040-9079	Engine Non-Powered Age	7100-7199
Structural Maintenance	7450-7499	Engine Support	7300-7399
NDI	7500-7549	Transient Alert	7400-7449
Metals Technology	7650-7699	Wheel/Tire	7550-7599
Survival Equipment	7750-7799	Munitions Control	7800-8299
AGE Scheduled Maint	A501-A550	Armament	7000-7049
AGE Cannibalization	5300-5350	AGE Mobility Use	8300-8399
		AGE WRM	8460-8485
13 CAT	8400-8419		
14 CAT	8420-8439		
35 CAT	8440-8459		

SALVATORE A. ANGELELLA, Colonel, USAF
Commander